

# SMALL BUSINESS RESOURCE

The Small  
Business  
Jobs Act:  
Putting  
America  
Back to  
Work  
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2011-2012 PHILADELPHIA

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## FROM THE ADMINISTRATOR



**E**ntrepreneurs and small business owners like you continue to create jobs and drive our economy forward. This resource guide has everything you need to know about the tools and resources that SBA has to offer: from getting an SBA

loan, to securing a federal contract, to using our extensive network of 14,000 SBA-affiliated counselors. Through these “3 Cs” of capital, contracts and counseling, we help thousands of people every day.

The new Small Business Jobs Act that President Obama signed a few months ago strengthens SBA’s efforts in each of these areas. For example, we permanently raised the top SBA loan sizes in our two most popular programs from \$2 million to \$5 million. Also, the Jobs Act strengthens the federal government’s ability to ensure that more small businesses can compete for federal contracts on a level playing field.

In addition, we recently overhauled [www.sba.gov](http://www.sba.gov). Now you can find information about SBA programs more quickly than ever before. At the same time, we beefed up our social media

presence. I encourage you to check out the latest SBA news by joining our communities on Facebook, Twitter and YouTube. Through these new online tools, we are more directly engaged in a dialogue with the small business community to learn how SBA can do even more to help you grow your business.

The fact is, about two of every three jobs created in America each year come from small businesses, and more than half of working Americans own or work for a small business. With your help, we can make sure the SBA is meeting its mission and that small businesses like yours will continue to grow and lead our nation to full economic recovery, as they’ve done throughout U.S. history.

If you have any questions that aren’t answered in this guide, please go to [www.sba.gov](http://www.sba.gov), or call or walk in to your local district office. We stand ready to help you in whatever way we can.

Warm regards,

**Karen G. Mills**  
*Administrator*  
*Small Business Administration*

## About the SBA

[www.sba.gov](http://www.sba.gov)

### Your Small Business Resource

*Every year, the U.S. Small Business Administration and its nationwide network of partners help millions of potential and current small business owners start, grow and succeed.*

*Resources and programs targeting small businesses provide an advantage necessary to help small businesses effectively compete in the marketplace and strengthen the overall U.S. economy.*

SBA offers help in the following areas:

- *Starting a Business*
- *Financing a Business*

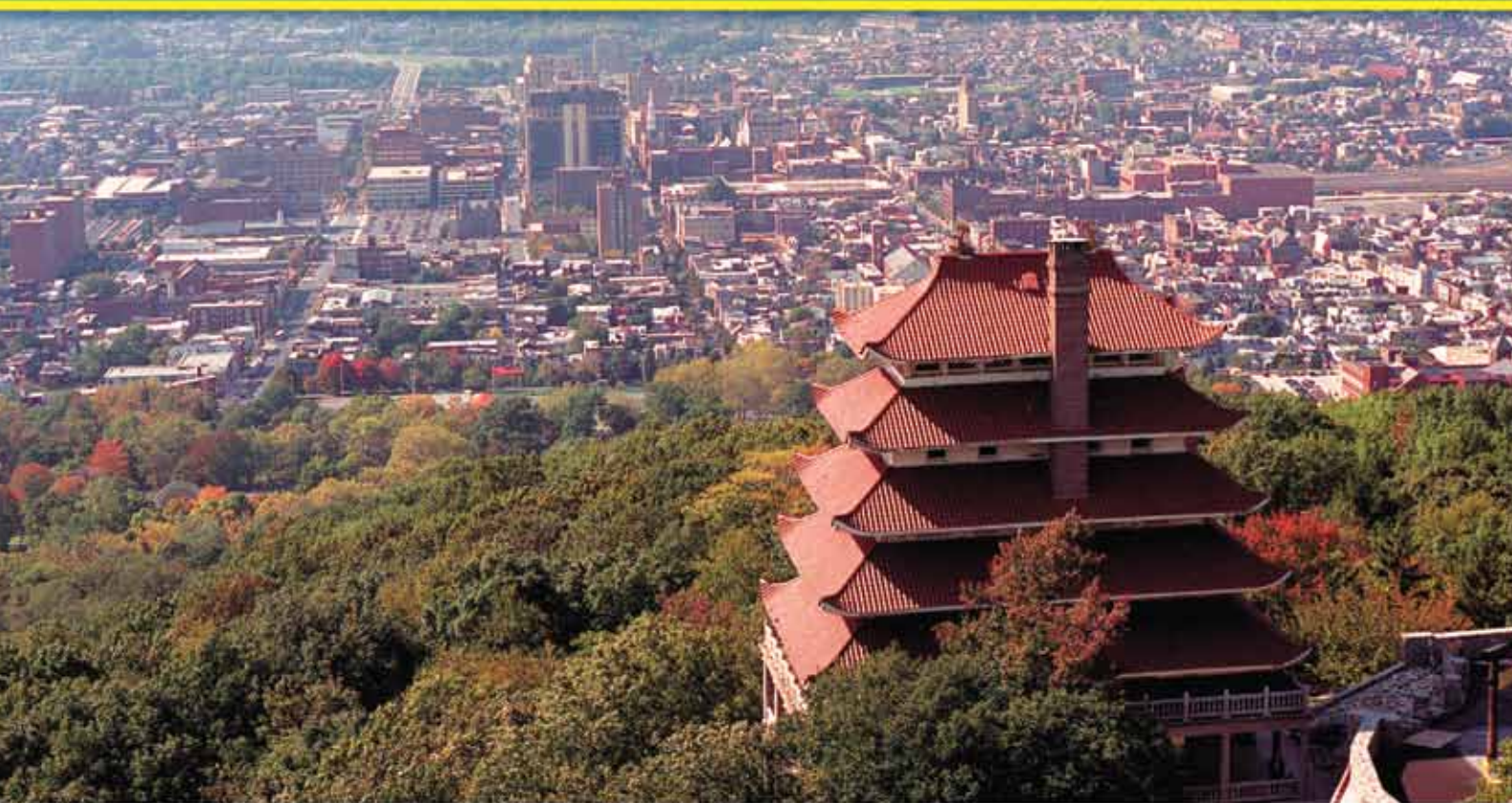
- *Growing a Business*
- *Opportunities in Contracting*
- *Recovering From Disaster*
- *A Voice for Small Business in Government*

*Visit SBA online at [www.sba.gov](http://www.sba.gov) for 24/7 access to small business news, information and training for entrepreneurs.*

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## FROM THE REGIONAL ADMINISTRATOR



Greetings!

The U.S. Small Business Administration has many programs and services available to business owners and entrepreneurs. This resource guide is a

perfect example. It highlights the tools SBA has to help you start or build your business, create jobs and drive our economy forward. The resource guide outlines how the SBA works to accomplish its mission through the “three Cs” - capital, contracts, and counseling. Over the past two years, we’ve been working very hard in all three areas.

At the SBA, we know that two out of every three jobs created in America come from small businesses, and more than half of all working Americans either own or work for a small business. The SBA is committed to President Barack Obama’s mandate to **“Startup America”** by helping small businesses start, grow and succeed.

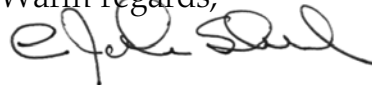
The President has taken important steps to assist small business owners and the hard working people they employ by reducing taxes, encouraging investment, and removing obstacles to growth. Karen Mills, as Administrator of the SBA, embraces the President’s small business agenda, recognizes the challenges entrepreneurs face, and understands the importance of small business as the engine of our economy.

In fact, from the **Affordable Care Act** to the **American Recovery and Reinvestment Act** and the **Small Business Jobs Act**, we have recently seen the most significant small business legislation in over a decade.

Through the **Recovery Act** and the Small Business Jobs Act, SBA helped put more than \$42 billion in lending support in the hands of small business owners. Through a network of 14,000 SBA-affiliated counselors, every day thousands of small businesses receive assistance with everything from creating a startup to succession planning. The SBA also works to insure that small businesses earn their fair share of federal contracts through SBA’s business development and certification programs.

I believe it is our entrepreneurs and small business owners that will drive America’s ability to innovate and stay competitive across the globe. If you have any questions or want additional information, please visit our website, call us, or pay a visit to your local district office. We are ready to help in any way possible.

Warm regards,



**A. John Shoraka**  
**Regional Administrator**  
**U.S. Small Business Administration**  
**Region III**





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## Message From The District Director

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## A New Beginning: SBA Program Enhancements Fan the Flame of Economic Recovery

The nation's small business owners are finally getting a taste of the economic recovery that has officially been underway since mid 2009. Private sector firms created net new jobs in each of the 12 months of 2010. In fact, December 2010 saw the private sector adding 297,000 jobs, with almost all those gains coming from small businesses. At long last, a promising future seems to be taking shape for America's small businesses, and SBA is sparing no effort to build on that momentum through 2011 and beyond.

### Laying the Groundwork for Economic Recovery

In response to the then-growing financial and economic crisis, President Obama signed the American Recovery and Reinvestment Act into law in February 2009. Funding under the Act supported \$30 billion in SBA-backed loans to 70,000 small businesses nationwide. In eastern Pennsylvania, the SBA supported nearly \$400 million in loans to small businesses under the Recovery Act. Without that Recovery Act financing, those borrowers would not have been able to obtain financing; economic conditions prevented them from negotiating traditional loans with banks. But, thanks to Recovery Act provisions allowing temporary increase in SBA loan guarantees and elimination of fees for borrowers on certain loans, commercial lender risk was reduced, loans were made affordable to America's small businesses again, and the historic credit freeze that set in over the Fall of 2008 began to thaw.

### 2011 and Beyond: Charting a New Course for Economic Growth

Building on the success of the Recovery Act's SBA provisions, President Obama signed the Small Business Jobs Act of 2010 into law on September 27, 2010. SBA program enhancements under the Act—including lending program enhancements, expanded support for small businesses in the federal government contracting and exporting arenas, and a major investment in SBA's small business training and counseling efforts—were designed to fan the flame of the newly-sparked economic recovery.

Under The Jobs Act, SBA loans limits were permanently increased from \$2 million to \$5 million, and SBA's micro-loan limits were permanently increased from \$35,000 to \$50,000. In support of the nation's exporters, the Jobs Act increases SBA Export Express loan limit to \$500,000 with a guarantee up to 90 percent for loans under \$350,000. The law also provides

several temporary changes to SBA programs, including increased loan sizes up to \$1 million for working capital and the allowance of real estate refinancing under a new SBA 504 loan program.

Today, these Jobs Act enhancements to SBA programs are making capital more accessible to small businesses, allowing them to grow bigger and better and stimulating job growth. As an early indication of the Jobs Act's success, SBA supported \$12 billion in loans nationally in the last quarter of 2010—the highest level of SBA's guaranteed lending in a single quarter. In eastern Pennsylvania for that time period, loan volume was up 233% percent over the preceding year.

But access to credit is often not the only necessary component for business growth. Many small businesses also need business advice and access to new markets—including federal government contracting and international trade—to achieve their full growth potential. Once again, the Jobs Act empowers SBA to make a real difference for those businesses. The Jobs Act provides increased funding for free counseling through SBA's network of Small Business Development Centers. The Act also provides financing support for international exporting endeavors, turning SBA's Export Express pilot program into a permanent program with 90% guarantees for loans up to \$350,000 and 75% for loans between \$350,000 and \$500,000. Finally, Jobs Act provisions are set to expand federal government contracting opportunities for small businesses by providing clarity and new guidance on small business contracting set-asides.

For me, there has never been a more exciting time to be at SBA. Our nation stands at the cusp of new economic growth, and the agency has the tools to help small businesses claim their stake in that promising future. In that spirit, I encourage you to take advantage of all of the SBA programs and services available to you. If you need further information, please do not hesitate to contact the Philadelphia District Office at 610-382-3062 or visit our website at [www.sba.gov/localresources/district/pa/phil](http://www.sba.gov/localresources/district/pa/phil).

Sincerely,

**David C. Dickson**

District Director of  
SBA's Philadelphia District Office

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# Doing Business in Eastern Pennsylvania

■ The SBA helps business owners grow and expand their businesses every day.



## THE PHILADELPHIA DISTRICT OFFICE

The Philadelphia District Office is responsible for the delivery of SBA's many programs and services in Eastern Pennsylvania. The District Director is David C. Dickson. The District Office is located at Parkview Towers, 1150 First Avenue, Suite 1001, King of Prussia, PA 19406. Office hours are from 8:00 a.m. until 4:30 p.m., Monday through Friday.

## CONTACTING THE PHILADELPHIA DISTRICT OFFICE

For program and service information and for information on financing please contact the District Office at 610-382-3062 or e-mail: [phila\\_do@sba.gov](mailto:phila_do@sba.gov)

## SERVICES AVAILABLE

Financial assistance for new or existing businesses through guaranteed loans made by area bank and non-bank lenders.

Free counseling, advice and information on starting, better operating or expanding a small business are available through the Service Corps of Retired Executives

(SCORE), Small Business Development Centers (SBDC) and Women's Business Centers (WBC). They also conduct training events throughout the district - some require a nominal registration fee.

Assistance to businesses owned and controlled by socially and economically disadvantaged individuals are available through the Business Development Program.

A Women's Business Ownership Representative is available to assist women business owners. Please contact Barbara Anne Gardenhire-Mills at 610-382-3080 or e-mail: [barbara-anne.gardenhire-mills@sba.gov](mailto:barbara-anne.gardenhire-mills@sba.gov)

Special loan programs are available for businesses involved in international trade.

A Veterans Affairs Officer is available to assist veterans. Please contact John Fleming at 610-382-3077 or e-mail: [john.fleming@sba.gov](mailto:john.fleming@sba.gov).

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215-597-6123 Fax

Robert Elsas  
215-597-6110



## Eastern Pennsylvania Welcomes Molly Maguire's Indomitable Irish Pub Spirit, Stable of Solid Jobs with a Hearty "Failte!"

*Local Restaurateurs Credit SBA, "Luck of the Irish" with Recession-Defying Expansion Bringing New Jobs to Southeastern PA*

Thanks to the dedication of long-time Chester County residents Declan Mannion and Conor Cummins, Pennsylvanians don't have to travel far to experience an authentic Irish pub. In 2007, Mannion and Cummins opened their first Irish pub in Phoenixville. Since that time, the Phoenixville location has become a beloved community meeting place, touching off the July 2010 launch of Molly Maguire's in Lansdale and plans to open a third location in Downingtown in 2012.

The opening of each Molly Maguire's location has meant much more to each of these communities than just broadened dining options



(L to R): Declan Mannion and Conor Cummins behind the bar at Molly Maguire's.

- it has meant JOBS. Each Molly Maguire's restaurant has created 75 new jobs, a welcome windfall to a region fighting to turn the tables on the economic recession. Despite the need for the cohesion and prosperity that only a business like Molly's can provide, Molly's opening almost didn't happen.

### The Best Laid Plans

According to the Molly Maguire's team, finding the financing necessary to open their doors was the biggest hurdle they had to overcome. In 2006, Cummins and Mannion had built reputations as seasoned businessmen heading their own construction firm. Their business interests lead

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## We Welcome Your Questions

For extra copies of this publication or questions please contact:

Philadelphia District Office  
Parkview Towers  
1150 First Avenue, Suite 1001  
King of Prussia, PA 19406

Tel: 610-382-3062 Fax: 610-382-1926

Website: [www.sba.gov/pa/phil](http://www.sba.gov/pa/phil)

# INTRODUCTION

# GETTING STARTED

The SBA Can Help You Start and Expand Your Business



**E**very year, the U.S. Small Business Administration and its nationwide network of resource partners help millions of potential and existing small business owners start, grow and succeed.

Whether your target market is global or just your neighborhood, the SBA and its resource partners can help at every stage of turning your entrepreneurial dream into a thriving business.

If you're just starting, the SBA and its resources can help you with loans and business management skills. If you're already in business, you can use the SBA's resources to help manage and expand your business, obtain government contracts, recover from disaster, find foreign markets, and make your voice heard in the federal government.

You can access SBA information online 24 hours a day at [www.sba.gov](http://www.sba.gov) or visit one of our local offices for assistance.

## SBA's Online Training

SBA provides small businesses with free online courses, workshops, learning tools and business-readiness assessments.

### Key Features of the Small Business Training Network:

Training is available anytime and anywhere—all you need is a computer with Internet access.

- More than 20 free online courses and workshops available.
- Online, interactive assessment tools are featured and used to direct clients to appropriate training.

Course topics include a financial primer keyed around SBA's loan-guarantee programs, a course on exporting, and courses for veterans and women seeking federal contracting opportunities, as well as an online library of business publications and articles.

Find the SBTN at [www.sba.gov/training](http://www.sba.gov/training).

## Where To Go To Get Started

Our resources include the SBA's district offices serving every state and territory, over 350 chapters of SCORE – Counselors to America's Small Businesses, approximately 900 Small Business Development Centers, approximately 110 Women's Business Centers and 16 Veterans Business Outreach Centers located across the

country. To find your local district office or SBA resource partner, visit [www.sba.gov/sba-direct](http://www.sba.gov/sba-direct).

These professionals can also help with writing a formal business plan, locating sources of financial assistance, managing and expanding your business, finding opportunities to sell your goods or services to the government, and recovering from disaster.

## SBA'S RESOURCE PARTNERS

### SCORE

SCORE is a national network of more than 12,000 entrepreneurs, business leaders and executives who volunteer as mentors to America's small business. SCORE helps entrepreneurs start businesses, grow companies and create jobs in local communities.

SCORE matches you with a mentor whose personality and skills are a good fit for your business needs. Whether you are a start-up business or growing company, you can meet with a mentor for free and confidential advice.

SCORE mentors are part of your local community. The volunteer experts understand local business licensing rules, economic conditions and lending standards. You will find a SCORE office in your community and often a location at your local Chamber of Commerce, bank or SBA office.

SCORE mentoring is available at over 350 offices nationwide. SCORE offers local small business workshops at modest fees on popular topics such as increasing sales, managing cash flow and marketing your business.

## ON THE UPSIDE

*It's true, there are a lot of reasons not to start your own business. But for the right person, the advantages of business ownership far outweigh the risks.*

- You get to be your own boss.
- Hard work and long hours directly benefit you, rather than increasing profits for someone else.
- A new venture is exciting.
- Earnings and growth potential are unlimited.
- Running a business will provide endless variety, challenges and opportunities to learn.



# EVALUATE

## Start by evaluating your strengths and weaknesses

### 1. Are you a self-starter?

It will be up to you – not someone else telling you – to develop projects, organize your time and follow through on details.

### 2. How well do you get along with different personalities?

Business owners need to develop working relationships with a variety of people including customers, vendors, staff, bankers, lawyers, accountants and consultants. Can you deal with a demanding client, an unreliable vendor or a cranky staff person?

### 3. How good are you at making decisions?

Small business owners are required to make decisions constantly, often quickly, under pressure.

### 4. Do you have the physical and emotional stamina to run a business?

Business ownership can be challenging, fun and exciting. But it's also a lot of hard work. Can you face 12-hour workdays six or seven days a week?

### 5. How well do you plan and organize?

Research indicates many business failures could have been avoided through better planning. Good organization – of financials, inventory, schedules, production – can help avoid pitfalls.

SCORE has helped more than 8.5 million entrepreneurs nationwide. You can count on SCORE as a trusted resource to offer in-depth mentoring, sound advice and guidance to tools and resources that can help you succeed as a business owner.

For 24/7 access to advice and online webinars on topics such as starting, growing, marketing and e-commerce for small business, visit SCORE online. With expertise in more than 600 skill areas, you can find a SCORE mentor online at [www.score.org](http://www.score.org) or at one of SCORE's offices. Call 1-800-634-0245 for the office nearest you.

#### Bucks County SCORE 3 Locations

SCORE Bucks County  
c/o Lower Bucks County  
Chamber of Commerce  
409 Hood Blvd.  
Fairless Hills, PA 19030  
215-943-8850 • 215-943-3387 Fax  
[www.scorebuckscounty.org](http://www.scorebuckscounty.org)

Doylestown Office  
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Perkasie Office  
c/o Pennridge Chamber of Commerce  
538 W. Market St.  
Perkasie, PA 18944  
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Center for Entrepreneurial Studies  
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Arch Rd. & E. Germantown Pike  
East Norriton, PA 19401  
215-885-3027

Upper Merion Township Library  
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U.S. Small Business Administration  
1150 First Ave., Ste. 1001  
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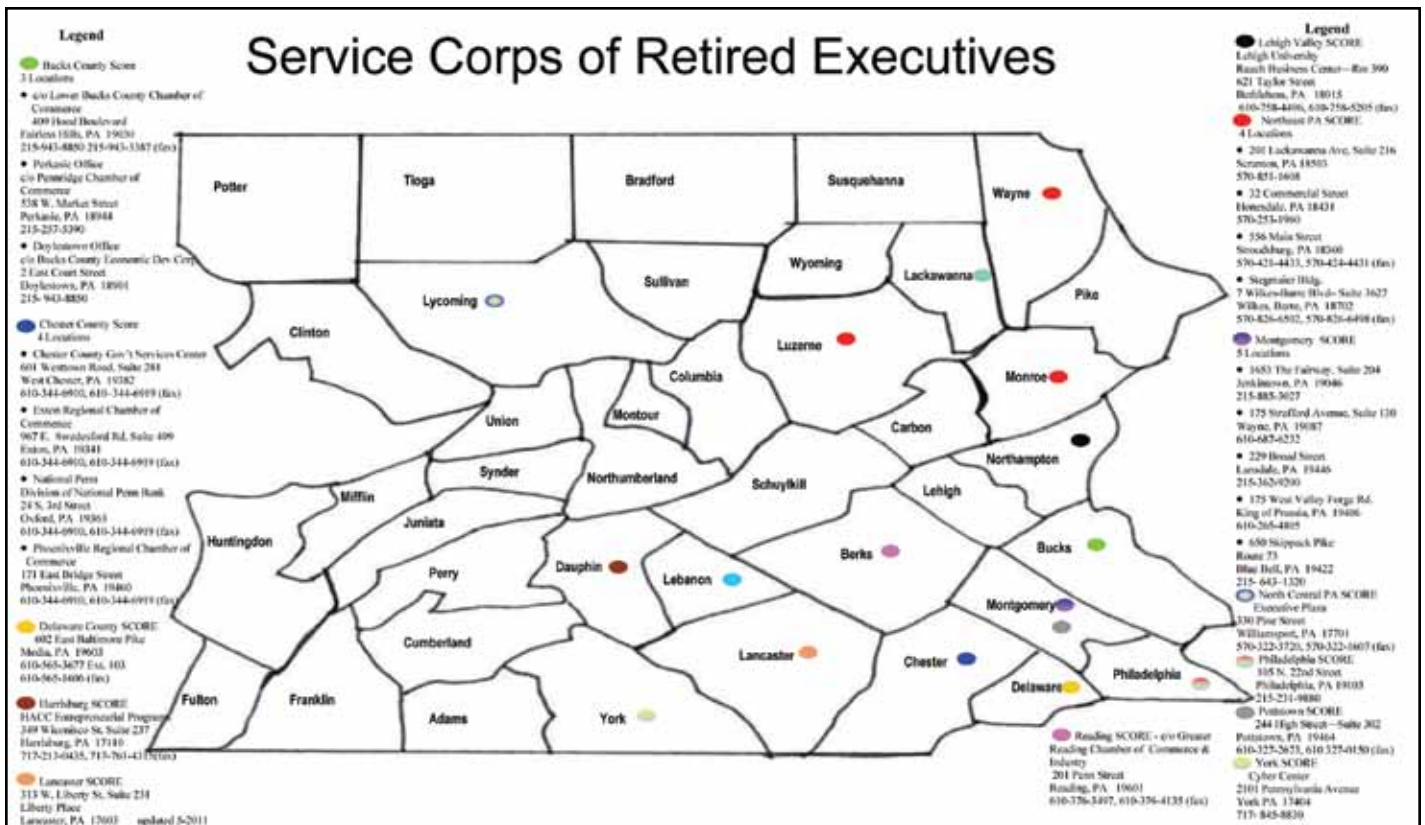
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## SMALL BUSINESS DEVELOPMENT CENTERS

The Small Business Development Center program has been vital to SBA's entrepreneurial outreach for more than 25 years. It has become one of the largest professional small business management and technical assistance networks in the nation. With nearly 900 locations across the country, SBDCs

offer existing and future entrepreneurs free one-on-one expert business advice and low-cost trainings. All counseling and training sessions are conducted by qualified small business professionals and many are offered online.

A nationwide study of the impact of the SBDC program highlights the results of SBDC assistance. The study illustrates the significance of the SBDC program's focus on establishing long-term counseling relationships with clients. Of the clients surveyed, more than 80 percent reported that the information they received from their SBDC counselor was valuable. Similarly, more than 50 percent reported that SBDC assistance was useful with the decision to start a business. More than 40 percent of long-term clients, those receiving 5 hours or more of counseling, reported an increase in sales and 38 percent of long term clients reported an increase in profit margins.

SBDC counseling generally consists of assistance with business plans, access to capital, franchising, manufacturing, international trade, high-tech endeavors, contracting, energy efficiency, marketing, technology and other growth strategies. SBDC

training is geared toward the needs of the local business community, focusing on the fundamentals required to start, purchase, operate and grow a small business.

Particular emphasis in the SBDC program includes green business technology, disaster recovery and preparedness, importing and exporting, electronic commerce, technology transfer and regulatory compliance. A number of centers in SBDC network have specialized programs dedicated to technology assistance and/or international trade. The SBDC programs also promote green buildings and green job growth, provide assistance to veterans and communities affected by defense cutbacks, and reach out to communities that have been negatively affected by industry cutbacks, closures or natural disasters.

During the past quarter century, through a unique mix of federal funding along with matching state and private sector resources, the program has increased its return on investment. Through federal grants, the SBDCs in every state and territory provide the foundation for the economic growth of small businesses. These small

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businesses in turn advance local and regional economic development through the generation of business revenues, job creation and job retention. In fiscal 2010, SBDC business advisors helped more than 13,600 entrepreneurs start new businesses or roughly 37 new business starts per day.

The SBDC network provided counseling services to over 107,000, now entrepreneurs, approximately 101,000 existing businesses and training services to approximately 380,000 clients in fiscal 2010.

In fiscal 2010, SBDC clients acquired loans, venture capital and the infusion of equity totaling \$3.8 billion, an increase over the \$3.6 billion SBDC clients obtained in fiscal 2008 and in 2009 combined. Of the \$3.8 billion in capital obtained by SBDC clients, over 19% took the form of SBA guaranteed loans with 81% in capital acquired from banks and conventional lenders as well as angel investors and venture capitalists.

For information on the SBDC program, visit [www.sba.gov/sbdc](http://www.sba.gov/sbdc).

#### Bucknell University SBDC

Jon Vernam, Director  
112 Dana Engineering Bldg.  
Lewisburg, PA 17837  
570-577-1249 • 570-577-1768 Fax  
[www.bucknell.edu/sbdc](http://www.bucknell.edu/sbdc)  
Counties of Operation: Juniata, Montour, Northumberland, Perry, Snyder and Union.

#### Kutztown University SBDC

Ernie Post, Director  
15155 Kutztown Rd.  
Kutztown, PA 19530  
877-472-7232 • 484-646-4009 Fax  
[www.kutztownsbdc.org](http://www.kutztownsbdc.org)  
Counties of Operation: Berks, Chester, Dauphin, Lancaster, Lebanon.

#### Lehigh University SBDC

Sandra Holsonback, Director  
Mary Beth Zingone, Associate Director  
Lehigh University  
610-758-3980 • 610-758-5205 Fax  
[www.lehigh.edu/sbdc](http://www.lehigh.edu/sbdc)  
Counties of Operation: Bucks (Western), Lehigh, Montgomery (Northern) and Northampton.

#### Lock Haven University SBDC

Tim Keohane, Director  
301 W. Church St.  
Lock Haven, PA 17745  
570-484-2589 • 570-484-2588 Fax  
[www.lhup.edu/sbdc](http://www.lhup.edu/sbdc)  
Counties of Operation: Clinton and Lycoming.

#### Penn State University SBDC

Heather Fennessey, Director  
The 329 Bldg., Ste. 417  
University Park, PA 16802  
814-863-4293 • 814-865-6667 Fax  
[www.sbdc.psu.edu](http://www.sbdc.psu.edu)  
Counties of Operation: Centre and Mifflin.

#### Shippensburg University SBDC

Michael Unruh, Director  
405 Grove Hall  
1871 Old Main Dr.  
Shippensburg, PA 17257  
717-477-1935 • 717-477-4010 Fax  
[www.shipsbdc.org](http://www.shipsbdc.org)  
Counties of operation: Cumberland, Franklin, Adams and York.

#### St. Francis University SBDC

Edward Huttenhower, Director  
117 Evergreen Dr.  
Loretto, PA 15940  
814-472-3200 • 814-472-3202 Fax  
[www.francis.edu/sbdc](http://www.francis.edu/sbdc)  
Counties of Operation: Fulton, Huntingdon, Somerset, Cambria, Blair and Bedford.

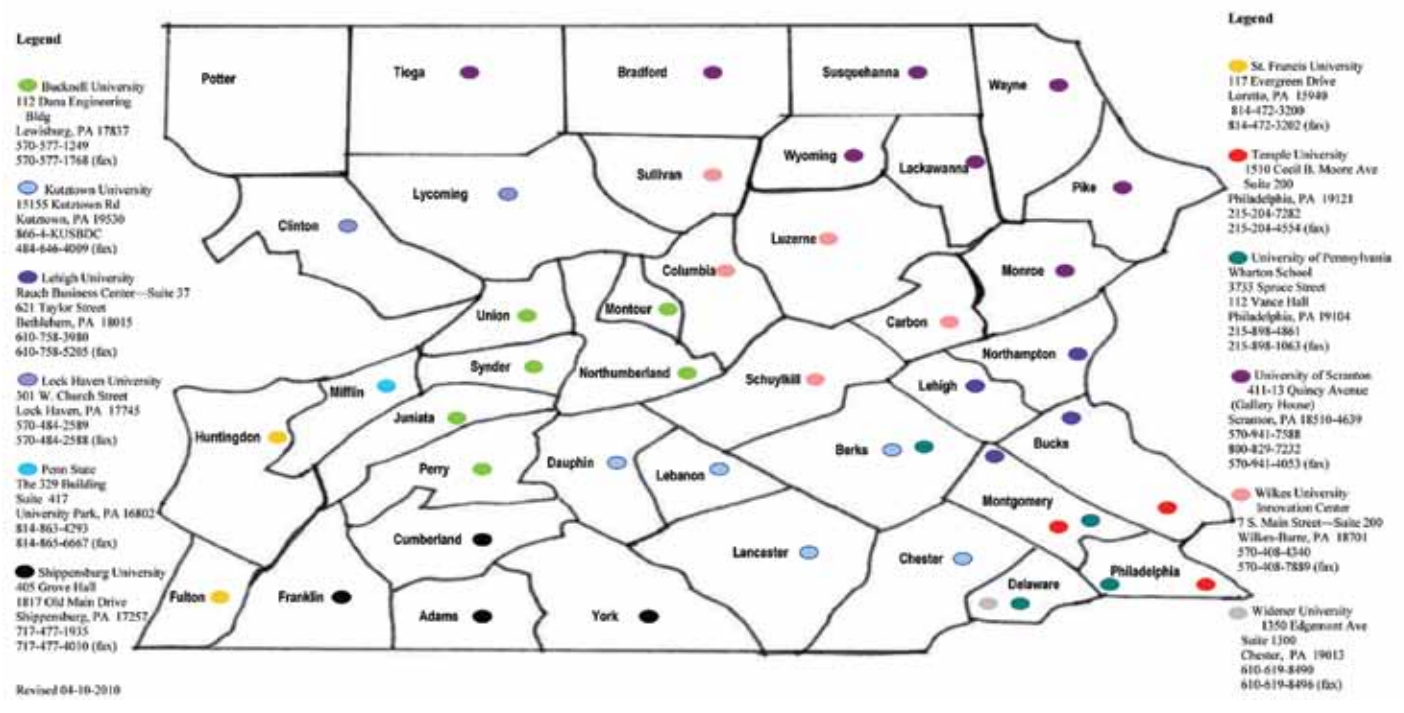
#### Temple University SBDC

Eustace Kangaju, Director  
1510 Cecil B. Moore Ave., Ste. 200  
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215-204-7282 • 215-204-4554 Fax  
[www.temple.edu/sbdc](http://www.temple.edu/sbdc)  
Counties of Operation: Bucks, Montgomery and Philadelphia.

#### University of Pennsylvania SBDC

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Philadelphia, PA 19104  
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[whartonsbdc.wharton.upenn.edu](http://whartonsbdc.wharton.upenn.edu)  
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## Small Business Development Centers





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sbdsc.scranton.edu  
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### Widener University SBDC

Glenn McAllister, Director  
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Chester, PA 19013  
610-619-8490 • 610-619-8496 Fax  
www.widenersbdc.org  
County of operation: Delaware.

### Wilkes University SBDC

Ruth Hughes, Director  
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Wilkes-Barre, PA 18701  
570-408-4340 • 570-408-7889 Fax  
www.wilkes.edu/sbdc  
Counties of Operation: Carbon, Columbia,  
Luzerne, Schuylkill and Sullivan.

## WOMEN'S BUSINESS CENTERS

The SBA's Women Business Center program is a network of approximately 110 community-based centers which provide business training, counseling, mentoring and other assistance geared toward women, particularly those who are socially and economically disadvantaged. While the services are focused on women, approximately 30% of the WBC clients are men. WBCs are located in nearly every state and U.S. territory and are partially funded through a cooperative agreement with the SBA.

To meet the needs of women entrepreneurs, the WBCs offer services at convenient times and locations, including weekends. Many WBCs are located at non-profit host organizations that offer a wide variety of services in addition to the services provided by the WBC. Many of the WBCs also offer training and counseling and provide materials in different languages in order to meet the diverse needs of the communities they serve. In fiscal year 2010, the WBC program counseled and trained more than 160,000 clients, creating local economic growth and vitality.

WBCs often deliver their services through long term training or group counseling, both of which have shown to be effective. WBC training courses are often free or are offered at a small fee. Some centers will also offer scholarships based on the client's needs. While most WBCs are physically located in one designated location, a

number of WBCs also provide courses and counseling via the Internet, mobile classrooms and satellite locations.

To find the nearest SBA WBC or to learn more about SBA programs and services, visit [www.sba.gov/women](http://www.sba.gov/women).

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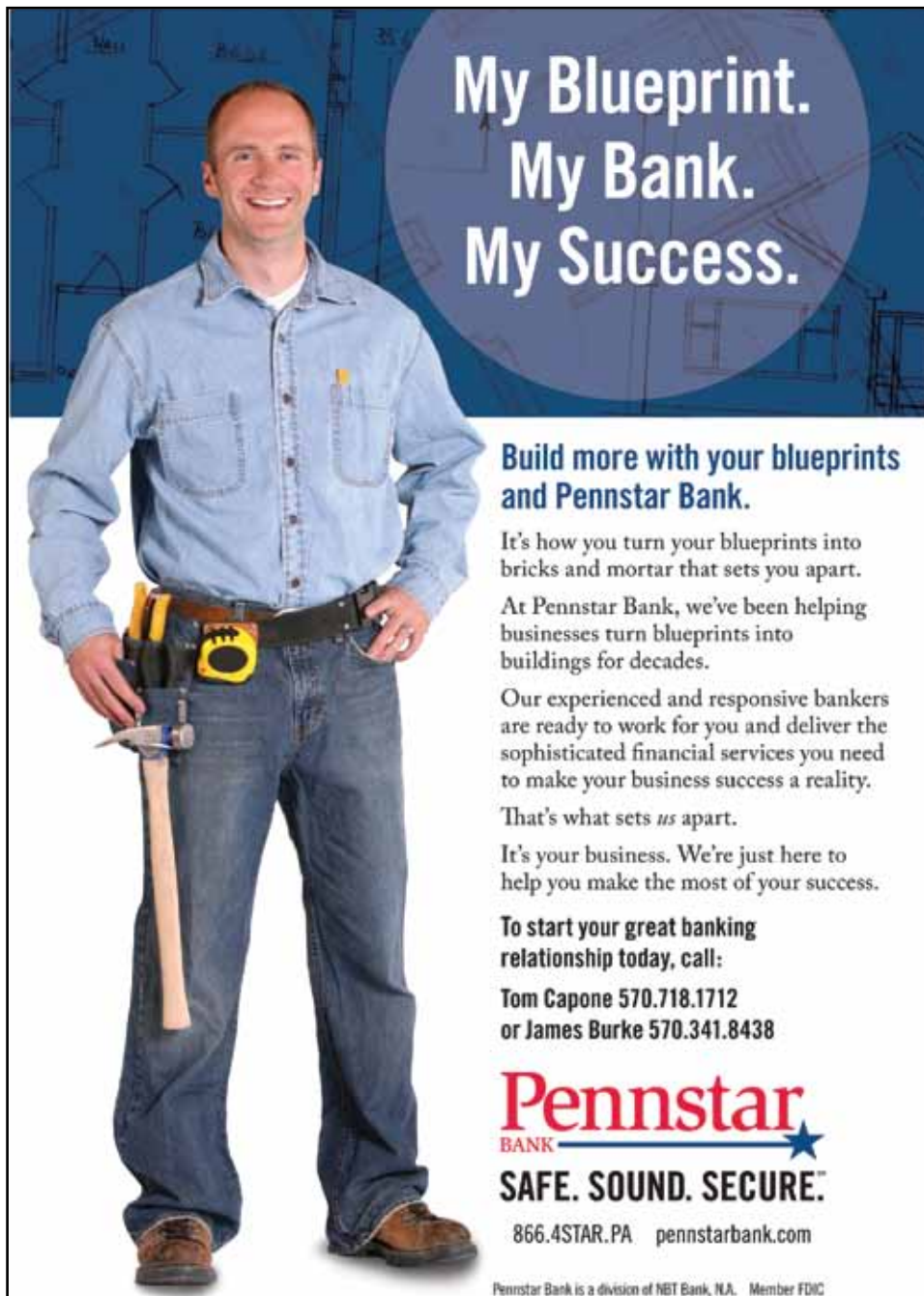
Joan Brodhead, Director  
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Lancaster, PA 17603  
717-393-2351 • 717-393-1757 Fax  
www.commfirfund.org/womens-business-center  
Serving: Lancaster, Lebanon, York, Dauphin,  
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### Empowerment Group, Inc.

Angel Rodriguez, Director  
2111 N. Front St.  
Philadelphia, PA 19143  
215-427-9245 • 215-427-0506 Fax  
www.empowerment-group.org

### Women's Business Development Center (WBDC)

Geri Swift, Director  
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## MICROLOAN PROGRAM INTERMEDIARIES

The Microloan program is operated through a network of approximately 160 intermediaries nationwide. It provides business based training and technical assistance to very small “microbusinesses” – 10 employees or fewer – that are interested in starting or growing their businesses. Such training and technical assistance includes general business education, business planning training, industry-specific training, and other support for new and growing microbusinesses. Microloan program intermediaries also provide small business loans of up to \$50,000. The program is available to women, low-income, minority, and veteran entrepreneurs and others interested in starting a microbusiness.

## ARE YOU RIGHT FOR SMALL BUSINESS OWNERSHIP?

Most new business owners who succeed have planned for every phase of their success. Thomas Edison, the great American inventor, once said, “Genius is 1 percent inspiration and 99 percent perspiration.” That same philosophy also applies to starting a business.

First, you’ll need to generate a little bit of perspiration deciding whether you’re the right type of person to start your own business.

## IS ENTREPRENEURSHIP FOR YOU?

There is simply no way to eliminate all the risks associated with starting a small business, but you can improve your chances of success with good planning, preparation, and insight. Start by evaluating your strengths and weaknesses as a potential owner and manager of a small business. Carefully consider each of the following questions:

- **Are you a self-starter?** It will be entirely up to you to develop projects, organize your time, and follow through on details.
- **How well do you get along with different personalities?** Business owners need to develop working relationships with a variety of people including customers, vendors, staff, bankers, employees, and professionals such as lawyers, accountants, or consultants. Can you deal with a demanding client, an unreliable vendor, or a cranky receptionist if your business interests demand it?

- **How good are you at making decisions?** Small business owners are required to make decisions constantly – often quickly, independently, and under pressure.
- **Do you have the physical and emotional stamina to run a business?** Business ownership can be exciting, but it’s also a lot of work. Can you face six or seven 12-hour workdays every week?
- **How well do you plan and organize?** Research indicates that poor planning is responsible for most business failures. Good organization — of financials, inventory, schedules, and production — can help you avoid many pitfalls.
- **Is your drive strong enough?** Running a business can wear you down emotionally. Some business owners burn out quickly from having to carry all the responsibility for the success of their business on their own shoulders. Strong motivation will help you survive slowdowns and periods of burnout.
- **How will the business affect your family?** The first few years of business start-up can be hard on family life. It’s important for family members to know what to expect and for you to be able to trust that they will support you during this time. There also may be financial difficulties until the business becomes profitable, which could take months or years. You may have to adjust to a lower standard of living or put family assets at risk.

Once you’ve answered those questions, you should consider what type of business you want to start. Businesses can include franchises, at-home businesses, online businesses, brick-and-mortar stores or any combination of those.

## FRANCHISING

There are more than 3,000 business franchises. The challenge is to decide on one that both interests you and is a good investment. Many franchising experts suggest that you comparison shop by looking at multiple franchise opportunities before deciding on the one that’s right for you.

Some of the things you should look at when evaluating a franchise: historical profitability, effective financial management and other controls, a good image, integrity and commitment, and a successful industry.

In the simplest form of franchising, while you own the business, its operation is governed by the terms of the franchise agreement. For many, this is the chief benefit for franchising. You are able to capitalize on a business format, trade name, trademark and/or support

system provided by the franchisor. But you operate as an independent contractor with the ability to make a profit or sustain a loss commensurate with your ownership.

If you are concerned about starting an independent business venture, then franchising may be an option for you. Remember that hard work, dedication and sacrifice are key elements in the success of any business venture, including a franchise.

For more information visit [www.sba.gov/franchise](http://www.sba.gov/franchise).

## HOME-BASED BUSINESSES

Going to work used to mean traveling from home to a plant, store or office. Today, many people do some or all their work at home.

### Getting Started

Before diving headfirst into a home-based business, you must know why you are doing it. To succeed, your business must be based on something greater than a desire to be your own boss. You must plan and make improvements and adjustments along the road.

Working under the same roof where your family lives may not prove to be as easy as it seems. One suggestion is to set up a separate office in your home to create a professional environment.

### Ask yourself these questions:

- Can I switch from home responsibilities to business work easily?
- Do I have the self-discipline to maintain schedules while at home?
- Can I deal with the isolation of working from home?
- Am I a self-starter?

## Need more help writing a business plan?

Visit [www.sba.gov/smallbusinessplan](http://www.sba.gov/smallbusinessplan) for more information on writing a business plan.

You can also find help from SCORE by visiting [www.score.org](http://www.score.org) and clicking on “Business Tools.”

Veterans can get help writing a business plan by visiting their local Veteran’s Business Development Center. Find yours at [www.sba.gov/vets](http://www.sba.gov/vets).

Women can get help at their local Women’s Business Center. Find yours at [www.sba.gov/women](http://www.sba.gov/women).

## Legal Requirements

A home-based business is subject to many of the same laws and regulations affecting other businesses.

### **Some general areas include:**

- **Zoning regulations.** If your business operates in violation of them, you could be fined or shut down.
- **Product restrictions.** Certain products cannot be produced in the home. Most states outlaw home production of fireworks, drugs, poisons, explosives, sanitary or medical products and toys. Some states also prohibit home-based businesses from making food, drink or clothing.

Be sure to consult an attorney and your local and state departments of state, labor and health to find out which laws and regulations will affect your business. Additionally, check on registration and accounting requirements needed to open your home-based business. You may need a work certificate or license from the state. Your business name may need to be registered with the state. A separate business telephone and bank account are good business practices.

Also remember, if you have employees you are responsible for withholding income and social-security taxes, and for complying with minimum wage and employee health and safety laws.

If you're convinced that opening a home-based business is for you, it's time to create your business plan. The SBA and its resource partners, such as SCORE, SBDCs, VBOCs and WBCs can help make the process easier.

## WRITING A BUSINESS PLAN

After you've thought about what type of business you want, the next step is to develop a business plan. Think of the business plan as a roadmap with milestones for the business. It begins as a pre-assessment tool to determine profitability and market share, then expands as an in-business assessment tool to determine success, obtain financing and determine repayment ability, among other factors.

Creating a comprehensive business plan can be a long process, and you need good advice. The SBA and its resource partners, including Small Business Development Centers, Women's Business Centers, Veterans Business Outreach Centers, and SCORE, have the expertise to help you craft a winning business plan. SBA also offers online templates to get you started.

**In general, a good business plan contains:**

### **Introduction**

- Give a detailed description of the business and its goals.
- Discuss ownership of the business and its legal structure.
- List the skills and experience you bring to the business.
- Discuss the advantages you and your business have over competitors.

### **Marketing**

- Discuss the products and services your company will offer.
- Identify customer demand for your products and services.
- Identify your market, its size and locations.
- Explain how your products and services will be advertised and marketed.
- Explain your pricing strategy.

### **Financial Management**

- Develop an expected return on investment and monthly cash flow for the first year.
- Provide projected income statements, and balance sheets for a two-year period.
- Discuss your break-even point.
- Explain your personal balance sheet and method of compensation.
- Discuss who will maintain your accounting records and how they will be kept.

- Provide "what if" statements addressing alternative approaches to potential problems.

### **Operations**

- Explain how the business will be managed day-to-day.
- Discuss hiring and personnel procedures.
- Discuss insurance, lease or rent agreements, and issues pertinent to your business.
- Account for the equipment necessary to produce your goods or services.
- Account for production and delivery of products and services.

### **Concluding Statement**

Summarize your business goals and objectives and express your commitment to the success of your business. Once you have completed your business plan, review it with a friend or business associate and professional business counselor like SCORE, WBC or SBDC representatives, SBA district office business development specialists or veterans business development specialists.

Remember, the business plan is a flexible document that should change as your business grows.



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## **REACHING UNDERSERVED COMMUNITIES**

### **Women Business Owners**

Women entrepreneurs are changing the face of America's economy. In the 1970s, women owned less than five percent of the nation's businesses. Today, they are majority owners of about a third of the nation's small businesses and are at least equal owners of about half of all small businesses. SBA serves women entrepreneurs nationwide through its various programs and services, some of which are designed especially for women.

The SBA's Office of Women's Business Ownership serves as an advocate for women-owned business. OWBO oversees a nationwide network of 110 women's business centers that provide business training, counseling and mentoring geared specifically to women, especially those who are socially and economically disadvantaged. The program is a public-private partnership with locally-based nonprofits and each tailors its services to meet the needs of its community. Women's Business Centers serve a wide diversity of geographic areas, population densities, and economic environments, including urban, suburban, and rural. Local economies vary from depressed to thriving, and range from metropolitan areas to entire states. Each Women's Business Center tailors its services to the needs of its individual community, but all offer a variety of innovative programs, often including courses in different languages. They provide training in finance, management, marketing, and the Internet, as well as access to all of the SBA's financial and procurement assistance programs.

## **CENTER FOR FAITH-BASED AND COMMUNITY PARTNERSHIPS (CFBCP)**

Faith-based and neighborhood organizations know their communities; and they have earned the trust of the people in their communities. Because of their credibility, they are uniquely positioned to build awareness of programs that encourage entrepreneurship, economic growth and job creation.

SBA is committed to reaching out to faith based and community organizations that are eligible to participate in the agency's programs by informing their congregants, members and neighbors about SBA's programs. In particular, many faith-based and community non-profit organizations can provide a local financing option for entrepreneurs by becoming SBA

Microloan Intermediaries. An SBA Microloan Intermediary often acts as a bank for entrepreneurs and small businesses that might otherwise be able to find access to capital.

## **VETERANS AND RESERVISTS BUSINESS DEVELOPMENT**

The SBA offers a variety of services to American veterans who have made or are seeking to make the transition from service member to small business owner. Each of SBA's 68 district offices has designated a veteran's business development officer to help guide veterans, Reserve Component members and transitioning service members who want to succeed in entrepreneurship.

Sixteen Veterans Business Outreach Centers located in California, Florida, Guam, Louisiana, Massachusetts, Montana, Michigan, Missouri, New Jersey, New Mexico, New York, North Carolina, North Dakota, Pennsylvania, Texas, and Washington provide online and in-person entrepreneurial development services for veterans and reservists such as business training, counseling and mentoring, pre-business plan workshops, feasibility analysis, and referrals to additional small business resources.

To learn more about the Veterans Business Outreach program or find the nearest SBA VBOC, visit the SBA Web site at [www.sba.gov/vets](http://www.sba.gov/vets).

SBA also partners with the Entrepreneurship Boot Camp for Veterans With Disabilities at Syracuse University, University of Connecticut, Florida State University, Texas A&M University, UCLA, Purdue and Louisiana State University to prepare service-disabled veterans for business ownership. SBA has also recently developed two partnerships which target women veteran-entrepreneurs (V-WISE) and family members of Reserve Component members of the military (Operation Endure and Grow).

SBDCs, SCORE and some WBCs also provide targeted management assistance to veterans who are current or prospective small business owners. Many SBDCs have special programs for veterans and SCORE also provides resources and counseling services online at [www.score.org](http://www.score.org).

The SBA offers special assistance for small businesses owned by activated Reserve and National Guard members. Any self-employed Reserve or Guard member with an existing SBA loan can request from their SBA lender or SBA district office, loan payment deferrals, interest rate reductions and other relief

after they receive their activation orders.

Additionally, the SBA offers special low-interest-rate financing to small businesses when an owner or essential employee is called to active duty. The Military Reservist Economic Injury Disaster Loan Program provides loans up to \$2 million to eligible small businesses to cover operating costs that cannot be met due to the loss of an essential employee called to active duty in the Reserves or National Guard.

To ensure that veterans, service-disabled veterans and Reserve and National Guard member entrepreneurs receive special consideration in all its entrepreneurial programs and resources, the SBA has established an Office of Veterans Business Development. OVBD develops and distributes informational materials for entrepreneurship such as the Veterans Business Resource Guide, VETGazette, and Getting Veterans Back to Work.

For more information or special assistance with government contracting, including programs for veterans and service-disabled veterans, please check the Contracting Opportunities section of this publication.

SBA's special financing program targeted to the military community, Patriot Express has new and enhanced programs and services for veterans and members of the active and reserve military community (including spouses) wanting to establish or expand small businesses. See the Financing section for more information on Patriot Express.

## **NATIVE AMERICAN BUSINESS DEVELOPMENT**

The Office of Native American Affairs (ONAA) ensures American Indians, Alaska Natives and Native Hawaiians seeking to create, develop and expand small businesses have full access to the necessary business development and expansion tools available through the agency's entrepreneurial development, lending, and contracting programs. ONAA provides a network of training and counseling services and engages in numerous outreach activities such as tribal consultations, development and distribution of educational materials, attendance and participation in economic development events and assisting these small businesses with SBA programs.

More information is available at [www.sba.gov/naa](http://www.sba.gov/naa).



# REGULATIONS KNOWING THE RULES

Paying Attention to Detail Can Save Time and Money



**E**ven if you are running a small home-based business, you will have to comply with many of the local, state, and federal regulations. Avoid the temptation to ignore regulatory details. Doing so may avert some red tape in the short term, but could be an obstacle as your business grows. Taking the time to research the applicable regulations is as important as knowing your market. Bear in mind that regulations vary by industry. If you're in the food-service business, for example, you will have to deal with the health department. If you use chemical solvents, you will have environmental compliances to meet. Carefully investigate the regulations that affect your industry. Being out of compliance could leave you unprotected legally, lead to expensive penalties and jeopardize your business.

## BUSINESS ORGANIZATION

There are many forms of legal structure you may choose for your business. Each legal structure offers organizational options with different tax and liability issues. We suggest you research each legal structure thoroughly and consult a tax accountant and/or attorney prior to making your decision.

### Pennsylvania Department of State, Corp. Bureau

206 North Office Bldg.  
Harrisburg, PA 17120  
717-787-1057 • 717-783-2244 Fax  
[www.dos.state.pa.us](http://www.dos.state.pa.us)

### Pennsylvania Center for Entrepreneurial Assistance

Commonwealth Keystone Bldg.  
400 North St., 4th Fl.  
Harrisburg, PA 17120  
800-280-3801  
[www.paopen4business.state.pa.us](http://www.paopen4business.state.pa.us)

## CHOOSING YOUR BUSINESS STRUCTURE

You may operate your business under one of many organizational structures. The most common organizational structures are sole proprietorships, general and limited partnerships, "C" and "S" corporations and limited liability companies.

Each structure offers unique tax and liability benefits. If you're uncertain which business format is right for you, you may want to discuss options with a business counselor or attorney.

### Sole Proprietorship

One person operating a business as an individual is a sole proprietorship. It's the most common form of business organization. Profits are taxed as income to the owner personally. The personal tax rate is usually lower than the corporate tax rate. The owner has complete control of the business, but faces unlimited liability for its debts. There is very little government regulation or reporting required with this business structure.

### General Partnership

A partnership exists when two or more persons join together in the operation and management of a

business. Partnerships are subject to relatively little regulation and are fairly easy to establish. A formal partnership agreement is recommended to address potential conflicts such as: who will be responsible for performing each task; what, if any, consultation is needed between partners before major decisions; and what happens when a partner dies. Under a general partnership each partner is liable for all debts of the business. Profits are taxed as income to the partners based on their ownership percentage.

### Limited Partnership

Like a general partnership, a limited partnership is established by an agreement between two or more persons. However, there are two types of partners.

- A general partner has greater control in some aspects of the partnership. For example, only a general partner can decide to dissolve the partnership. General partners have no limits on the dividends they can receive from profit so they incur unlimited liability.
- Limited partners can only receive a share of profits based on the proportional amount on their investment, and liability is similarly limited in proportion to their investment.

### "C" Corporation

A "C" corporation is a legal entity created under state law by the filing of articles of incorporation. A corporation is a separate entity having its own rights, privileges and liabilities, apart from those of the individual(s) forming the corporation. It's the most complex form of business organization and is comprised of shareholders, directors and officers. Since the corporation is a separate legal entity in its own right it can own assets, borrow money and perform business functions without directly involving the owners. Corporations are subject to more government regulation and offer the owners the advantage of limited liability, but not total protection from lawsuits.

## Subchapter “S” Corporation

Subchapter “S” references a special part of the Internal Revenue Code that permits a corporation to be taxed as a partnership or sole proprietorship, with profits taxed at the individual, rather than the corporate rate. A business must meet certain requirements for Subchapter “S” status. Contact the IRS for more information.

## LLCs and LLPs

The limited liability company is a relatively new business form. It combines selected corporate and partnership characteristics while still maintaining status as a legal entity distinct from its owners. As a separate entity it can acquire assets, incur liabilities and conduct business. It limits liability for the owners. The limited liability partnership is similar to the LLC, but it is for professional organizations.

## LOGISTICS OF STARTING YOUR BUSINESS

### BUSINESS LICENSES

There are many types of licenses, both state and local as well as professional. Depending on what you do and where you plan to operate, your business may be required to have various state and/or municipal licenses, certificates or permits.

Licenses are typically administered by a variety of state and local departments. Consult your state or local government for assistance.

#### Department of Licenses and Inspections

Municipal Services Bldg.  
1401 JFK Blvd.  
Philadelphia, PA 19102  
215-686-2490 • 215-686-2591 Fax

## FICTITIOUS BUSINESS NAME

Registering your business name, after doing a search to make sure that it is not already in use, protects you from others who might want to use the same name. For more information, contact the county clerk’s office in the county where your business is based. If you are a corporation, you’ll need to check with the state.

#### Department of State Commonwealth of Pennsylvania

206 North Office Bldg.  
Commonwealth Ave. and North St.  
Harrisburg, PA 17120  
717-787-1057 • 717-783-2244 Fax  
[www.dos.state.pa.us/corp](http://www.dos.state.pa.us/corp)

## BUSINESS INSURANCE

Like home insurance, business insurance protects your business against fire, theft and other losses. Contact your insurance agent or broker. It is prudent for any business to purchase a number of basic types of insurance. Some types of coverage are required by law, other simply make good business sense. The types of insurance listed below are among the most commonly used and are merely a starting point for evaluating the needs of your business.

**Liability Insurance** – Businesses may incur various forms of liability in conducting their normal activities. One of the most common types is product liability, which may be incurred when a customer suffers harm from using the business product. There are many other types of liability, which are frequently related to specific industries. Liability law is constantly changing. An analysis of your liability insurance needs by a competent professional is vital in determining an adequate and appropriate level of protection for your business.

**Property** – There are many different types of property insurance and levels of coverage available. It is important to determine the property you need to insure for the continuation of your business and the level of insurance you need to replace or rebuild. You must also understand the terms of the insurance, including any limitations or waivers of coverage.

**Business Interruption** – While property insurance may pay enough to replace damaged or destroyed equipment or buildings, how will you pay costs such as taxes, utilities and other continuing expenses during the period between when the damage occurs and when the property is replaced? Business Interruption (or “business income”) insurance can provide sufficient funds to pay your fixed expenses during

a period of time when your business is not operational.

**“Key Man”** – If you (and/or any other individual) are so critical to the operation of your business that it cannot continue in the event of your illness or death, you should consider “key man” insurance. This type of policy is frequently required by banks or government loan programs. It also can be used to provide continuity in operations during a period of ownership transition caused by the death, incapacitation or absence due to a Title 10 military activation of an owner or other “key” employee.

**Automobile** – It is obvious that a vehicle owned by your business should be insured for both liability and replacement purposes. What is less obvious is that you may need special insurance (called “non-owned automobile coverage”) if you use your personal vehicle on company business. This policy covers the business’ liability for any damage which may result for such usage.

**Officer and Director** – Under most state laws, officers and directors of a corporation may become personally liable for their actions on behalf of the company. This type of policy covers this liability.

**Home Office** – If you are establishing an office in your home, it is a good idea to contact your homeowners’ insurance company to update your policy to include coverage for office equipment. This coverage is not automatically included in a standard homeowner’s policy.

## EMPLOYER IDENTIFICATION NUMBER

An EIN, also known as a federal tax identification number, is used to identify a business entity. Generally all businesses need an EIN. You may apply for an EIN in a variety of ways, including online, phone, and



## SBA’S WEBSITE

Go to SBA’s new website today,  
featuring:

- Faster, better search capabilities
- Information tailored to your needs
- News about SBA programs & services

Some pages may change URLs on the upgraded site. Please consult [www.sba.gov](http://www.sba.gov) or your local SBA district office for assistance.



fax. Taxpayers can obtain an EIN immediately by calling 800-829-4933, Monday through Friday, from 7:30 a.m. to 5:30 p.m. customer's local time.

More information can be found at [www.irs.gov](http://www.irs.gov).

## State and Federal Tax Requirements

Various taxes are imposed upon individuals, employers, businesses and certain products — the taxes for which any business enterprise is liable depend on the type and structure of that business. The Internal Revenue Service (IRS) can provide you with a free tax kit and offers free tax workshops, telephone (800) 829-3676 and (215) 861-1061, respectively. In Philadelphia apply to:

### Pennsylvania Department of Revenue

1400 Spring Garden St., 2nd Fl.  
Philadelphia, PA 19130  
888-728-2937  
[www.revenue.state.pa.us](http://www.revenue.state.pa.us)

101 Penn Ave., Ste. 305  
Scranton, PA 18503  
570-963-4585

440 Little League Blvd.  
Williamsport, PA 17701  
570-327-3475

Harrisburg, PA  
717-787-8094

## FEDERAL SELF-EMPLOYMENT TAX

Every employee must pay Social Security and Medicare coverage. If you are self-employed, your contributions are made through the self-employment tax.

The IRS has publications, counselors and workshops available to help you sort it out. For more information, contact the IRS at 800-829-1040 or [www.irs.gov](http://www.irs.gov).

## SALES TAX EXEMPTION CERTIFICATE

If you plan to sell products, you will need a Sales Tax Exemption Certificate. It allows you to purchase inventory, or materials, which will become part of the product you sell, from suppliers without paying taxes. It requires you to charge sales tax to your customers, which you are responsible for remitting to the state. You will have to pay penalties if it is found that you should have been taxing your products and now owe back taxes to the state. For information on sales tax issues, contact your state's government.

## FEDERAL INCOME TAX

Like the state income tax, the method of paying federal income taxes depends upon your legal form of business.

**Sole Proprietorship:** You must file IRS Federal Form Schedule C along with your personal Federal Income Tax return (Form 1040) and any other applicable forms pertaining to gains or losses in your business activity.

**Partnership:** You must file a Federal Partnership return (Form 1065). This is merely informational to show gross and net earnings of profit and loss. Also,

each partner must report his share of partnership earnings on his individual Form 1040 based on the information from the K-1 filed with the Form 1065.

**Corporation:** You must file a Federal Corporation Income Tax return (Form 1120). You will also be required to report your earnings from the corporation including salary and other income such as dividends on your personal federal income tax return (Form 1040).

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## FEDERAL PAYROLL TAX

**Federal Withholding Tax:** Any business employing a person must register with the IRS and acquire an EIN and pay federal withholding tax at least quarterly. File Form SS-4 with the IRS to obtain your number and required tax forms. Call 800-829-3676 or 800-829-1040 if you have questions.

## IRS WEB PRODUCTS FOR SMALL BUSINESSES

For the most timely and up-to-date tax information, go to [www.irs.gov/businesses/small/index.html](http://www.irs.gov/businesses/small/index.html).

## Updated Virtual Small Business Tax Workshop

The IRS's **Virtual Small Business Tax Workshop** ([www.tax.gov/SmallBusinessTaxpayer](http://www.tax.gov/SmallBusinessTaxpayer)) is an interactive resource to help small business owners learn about their federal tax rights and responsibilities. This dynamic educational product consists of several stand-alone lessons that can be selected and viewed in any sequence.

## SOCIAL SECURITY CARDS

All employees must have a social security card. It must be signed by its owner, and you should always ask to see and personally record the social security number. Failure to do so may cause your employee to lose benefits and considerable trouble for yourself in back tracking to uncover the error.

Each payday, your employees must receive a statement from you telling them what deductions were made and how many dollars were taken out for each legal purpose. This can be presented in a variety of ways, including on the check as a detachable portion or in the form of an envelope with the items printed and spaces for dollar deductions to be filled in.

## EMPLOYEE CONSIDERATIONS

### Taxes

If you have any employees, including officers of a corporation but not the sole proprietor or partners, you must make periodic payments towards, and/or file quarterly reports about payroll taxes and other mandatory deductions. You may contact these government agencies for information, assistance and forms.

### Social Security Administration

800-772-1213

[www.ssa.gov](http://www.ssa.gov)

## Social Security's Business Services Online

The Social Security Administration now provides free electronic services online at [www.socialsecurity.gov/employer/](http://www.socialsecurity.gov/employer/). Once registered for Business Services Online, business owners or their authorized representative can:

- file W-2s online; and
- verify Social Security Numbers through the Social Security Number Verification Service, used for all employees prior to preparing and submitting Forms W-2.

### Federal Withholding

U.S. Internal Revenue Service  
800-829-1040  
[www.irs.gov](http://www.irs.gov)

## Health Insurance

Compare plans in your area at [www.healthcare.gov](http://www.healthcare.gov).

## Employee Insurance

If you hire employees you may be required to provide unemployment or workers' compensation insurance.

## Environmental Regulations

The ENVIROHELP program is part of the Pennsylvania Small Business Assistance Program and provides technical assistance with air quality, solid waste, and water regulations. The ENVIROHELP program offers the following free and confidential services to small businesses: air compliant site visits, review of air quality forms and applications, website ([www.askemap.org](http://www.askemap.org)), educational materials, and workshops. Call the toll-free hotline at 877-275-3627 for more information or assistance. Jean Dworetzky serves as the Small Business Ombudsman and can be reached at 717-772-8951. Additional information can also be found on the Pennsylvania Department of Environmental Protection website at [www.dep.state.pa.us](http://www.dep.state.pa.us).

## WORKPLACE DISABILITY PROGRAMS

Americans with Disabilities (ADA): For assistance with the ADA, call 800-669-3362 or visit [www.ada.gov](http://www.ada.gov).

## U.S. CITIZENSHIP AND IMMIGRATION SERVICES

The Federal Immigration Reform and Control Act of 1986 requires employers to verify employment eligibility of new employees. The law obligates an employer to process Employment

Eligibility Verification Form I-9. The U.S. Citizenship and Immigration Services Office of Business Liaison offers a selection of information bulletins and live assistance through the Employer Hotline. For forms call 800-870-3676, for the Employer Hotline call 800-357-2099.

## E-Verify: Employment Eligibility Verification

E-Verify, operated by the Department of Homeland Security in partnership with the Social Security Administration, is the best--and quickest--way for employers to determine the employment eligibility of new hires. It is a safe, simple, and secure Internet-based system that electronically verifies the Social Security number and employment eligibility information reported on Form I-9. E-Verify is voluntary in most states and there is no charge to use it.

If you are an employer or employee and would like more information about the E-Verify program, please visit [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify) or contact our Customer Support staff: 1-888-464-4218 Monday – Friday 8 am – 5 pm.  
E-mail: [e-verify@dhs.gov](mailto:e-verify@dhs.gov)

## SAFETY & HEALTH REGULATIONS

All businesses with employees are required to comply with state and federal regulations regarding the protection of employees. The Occupational Safety and Health Administration outlines specific health and safety standards adopted by the U.S. Department of Labor.

### Federal Occupational Safety & Health Administration

Department of Labor  
820 First St. N.E.  
Washington, DC 20020  
800-321-6742

## BUILDING CODES, PERMITS AND ZONING

It is important to consider zoning regulations when choosing a site for your business. You may not be permitted to conduct business out of your home or engage in industrial activity in a retail district. Contact the business license office in the city or town where the business is located.

## BAR CODING

Many stores require bar coding on packaged products. Many industrial and manufacturing companies use bar coding to identify items they receive and ship. There are several companies that can assist businesses with bar-coding needs. You may want to talk with an SBDC, SCORE or WBC counselor for more information.

## Federal Registration of Trademarks and Copyrights

Trademarks or service marks are words, phrases, symbols, designs or combinations thereof that identify and distinguish the source of goods. Trademarks may be registered at both the state and federal level. To register a federal trademark, contact:

### U.S. Patent and Trademark Office:

P.O. Box 1450  
Alexandria, VA 22313-1450  
800-786-9199  
[www.uspto.gov/](http://www.uspto.gov/)

### Trademark Information Hotline

703-308-9000

## STATE REGISTRATION OF A TRADEMARK

Trademarks and service marks may be registered in a state. For filing fees or more information about applications for registration of trademark or service mark contact the:

### Commonwealth of Pennsylvania Department of State

206 North Office Bldg.  
Commonwealth Ave. and North St.  
Harrisburg, PA 17120  
717-787-1057  
[www.dos.state.pa.us/corp](http://www.dos.state.pa.us/corp)

**Caution:** Federally registered trademarks may conflict with and supersede state registered business and product names.

## Patents

A patent is the grant of a property right to the inventor by the U.S. Patent and Trademark Office. It provides the owner with the right to exclude others from making, using, offering for sale or selling the patented item in the United States.

Additional information is provided in the publications, General Information Concerning Patents and other publications distributed through the U.S. Patent and Trademark Office. For more information, contact the:

**U.S. Patent and Trademark Office**  
800-786-9199 • [www.uspto.gov](http://www.uspto.gov)

## Copyrights

Copyrights protect original works of authorship including literary, dramatic, musical and artistic, and certain other intellectual works. Copyright does not protect facts, ideas and systems, although it may protect the way these things are expressed. For general information contact:

### U.S. Copyright Office

U.S. Library of Congress  
James Madison Memorial Building  
Washington, DC 20559  
202-707-9100 - Order Line  
202-707-3000 - Information Line  
[www.copyright.gov](http://www.copyright.gov)

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# FINANCING & SURETY BONDS

# GETTING APPROVED

Financing Options to Start or Grow Your Business



**M**any entrepreneurs need financial resources to start or expand a small business themselves and must combine what they have with other sources of financing. These sources can include family and friends, venture-capital financing, and business loans.

This section of the Small Business Resource guide discusses SBA's primary business loan and equity financing programs. These are: the 7(a) Loan Program, the Certified Development Company or 504 Loan Program, the Microloan Program and the Small Business Investment Company Program. The distinguishing features for these programs are the total dollar amounts that can be borrowed, the type of lenders who can provide these loans, the uses for the loan proceeds, and the terms placed on the borrower.

**Note: The SBA does not offer grants to individual business owners to start or grow a business.**

## SMALL BUSINESS INVESTMENT COMPANY PROGRAM

There are a variety of alternatives to bank financing for small businesses. The Small Business Investment Company (SBIC) program fills the gap between the availability of private capital and the needs of small businesses for growth capital. Licensed and regulated by the

SBA, SBICs are privately owned and managed investment funds that make capital available to qualifying U.S. small businesses at attractive rates.. The funds raise private capital and can receive SBA-guaranteed leverage up to 3x private capital paid-in, with a leverage ceiling of \$150 million per SBIC and \$225 million for two or more licenses under common control. Licensed SBICs are for-profit investment firms whose incentive is to share in the success of a small business. The SBIC program provides funding for a broad range of industries. Some SBICs invest in a particular field or industry while others invest more generally. For more information visit [www.sba.gov/inv](http://www.sba.gov/inv).

### Argosy Investment Partners II, L.P.

John Paul Kirwin, III, Partner  
950 W. Valley Rd., Ste. 2900  
Wayne, PA 19087-1845  
610-971-9685 • 610-964-9524 Fax  
[john@argosycapital.com](mailto:john@argosycapital.com)

### Argosy Investment Partners, L.P.

Knute Albrecht, Manager  
950 W. Valley Rd., Ste. 2902  
Wayne, PA 19087  
610-971-9685 • 610-964-9524 Fax  
[knute@argosycapital.com](mailto:knute@argosycapital.com)  
Preferred Min: \$1 million  
Preferred Max: \$2.5 million  
Type of Capital Provided: Subordinated Debt w/Warrants, Convertible Preferred Stock

### CIP Capital, L.P.

Mary Dixon Murphy, Treasurer  
1200 Liberty Ridge Dr.  
Wayne, PA 19087  
610-964-7875 • 610-975-9546 Fax  
Preferred Min: \$250,000  
Preferred Max: \$1 million

### GS Capital, L.P.

Kenneth Sweet and Richard Gessner  
435 Devon Park Dr., Ste. 612  
Wayne, PA 19087  
610-293-9151 • 610-293-1979 Fax  
[ahartshorn@safeguard.com](mailto:ahartshorn@safeguard.com)  
Preferred Min: \$1 million  
Preferred Max: \$3 million  
Type of Capital Provided: Equity

### Liberty Ventures I, L.P.

Thomas R. Morse, Manager  
One Commerce Square  
2005 Market St., Ste. 2040  
Philadelphia, PA 19103  
267-861-5692 • 215-282-4485 Fax  
[mhahn@libertyvp.com](mailto:mhahn@libertyvp.com)

### Liberty Ventures II, L.P.

Thomas R. Morse, Contact  
One Commerce Square  
2005 Market St., Ste. 2040  
Philadelphia, PA 19103  
267-861-5692 • 215-282-4485 Fax  
[mhahn@libertyvp.com](mailto:mhahn@libertyvp.com)

### Mellon Ventures, L.P.

Lawrence Mock and Ronald Coombs, Mgrs.  
One Mellon Center, Rm. 151-5210  
Pittsburgh, PA 15258  
412-236-3594 • 412-236-3593 Fax  
[kdollish@mellonventures.com](mailto:kdollish@mellonventures.com)  
Preferred Min.: \$3 million  
Preferred Max.: \$20 million  
Type of Capital Provided: Debt w/Equity;

### Meridian Venture Partners II, L.P.

Robert E. Brown, Jr., General Partner  
201 King of Prussia Rd., Ste. 240  
Radnor, PA 19087  
610-254-2999 • 610-254-2996 Fax  
[rbroderick@meridian-venture.com](mailto:rbroderick@meridian-venture.com)

### Merion Investment Partners, L.P.

William M. Means  
700 S. Henderson Rd., Ste. 210  
King of Prussia, PA 19406  
610-992-5880 • 610-945-1654 Fax  
[wmeans@merionpartners.com](mailto:wmeans@merionpartners.com)

### NewSpring Ventures, L.P.

Michael DiPiano, Managing General Partner  
555 East Lancaster Ave., Ste. 520  
Radnor, PA 19087  
610-567-2380 • 610-567-2388 Fax  
[mike@newspringventures.com](mailto:mike@newspringventures.com)



### Select Capital Ventures I, L.P.

Debra Hellyer, Contact  
4718 Old Gettysburg Rd., Ste. 405  
Mechanicsburg, PA 17055  
717-972-1304 • 717-972-1050 Fax  
dhellyer@samtrust.net

## SMALL BUSINESS INNOVATION RESEARCH PROGRAM

The Small Business Innovation Research (SBIR) program encourages small businesses to advance their technical potential from funds committed by federal agencies with large extramural research and development budgets. The SBIR program serves to fund the critical startup and development stages for a technology and encourages commercialization of the technology, product or service. In turn, this stimulates the U.S. economy.

### SBIR Requirements:

Small businesses must meet the following eligibility criteria to participate in the SBIR program.

- Be 51 percent owned and controlled by one or more individuals who are U.S. citizens or permanent resident aliens in the U.S. or be a for-profit business

concern that is at least 51 percent owned and controlled by another for-profit business concern that is at least 51 percent owned and controlled by one or more individuals who are citizens of, or permanent resident aliens in, the U.S.

- Be for-profit.
- Principal researcher must be employed by small business.
- Company size cannot exceed 500 employees.

For more information on the SBIR Program visit [www.sba.gov/sbir](http://www.sba.gov/sbir).

### Participating Agencies:

Each year, the following eleven federal departments and agencies are required to reserve 2.5% of their extramural R&D funds for award to small businesses through the SBIR program: Departments of Agriculture; Commerce; Defense; Education; Energy; Health and Human Services; Homeland Security; Transportation; Environmental Protection Agency; National Aeronautics and Space Administration; and National Science Foundation.

## SMALL BUSINESS TECHNOLOGY TRANSFER PROGRAM

The Small Business Technology Transfer (STTR) program reserves a specific percentage of federal R&D funding for award to small business and non-profit research institution partners. Central to the program is expansion of the public/private sector partnership to include the joint venture opportunities for small business and the nation's premier nonprofit research institutions. Small business has long been where innovation and innovators thrive, but the risk and expense of conducting serious R&D efforts can be beyond the means of many small businesses. Non-profit research laboratories are also instrumental in developing high-tech innovations but frequently, innovation is confined to the theoretical. STTR combines the strengths of both entities by introducing entrepreneurial skills to high-tech research efforts. The technologies and products are transferred from the laboratory to the marketplace. The small business profits

## YOUR SBA ATTORNEYS



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Attorneys at Law, P.C.



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**Not all attorneys have handled as many SBA loans as Fox and Fox Attorneys at Law.**

The law firm of Fox and Fox represent lenders and small businesses. The Firm prepares and reviews documents for real estate and commercial loans, including SBA 7(a) and 504 Loans, secured, unsecured, revolving credit, inventory and account receivable financing transactions. The Firm has substantial experience in structuring corporations, partnerships, limited liability companies and other business entities and represents buyers and sellers in purchase and sale transactions.

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from the commercialization, which, in turn, stimulates the U.S. economy.

### STTR Requirements:

Small businesses must meet the following eligibility criteria to participate in the STTR program.

- Be 51 percent owned and controlled by one or more individuals who are U.S. citizens or permanent resident aliens in the U.S.
- Be organized for profit.
- Principal researcher need not be employed by small business.
- Company size cannot exceed 500 employees. (No size limit for nonprofit research institution).

*The nonprofit research institution partner must also meet certain eligibility criteria:*

- Be located in the United States and be one of the following:
- Nonprofit college or university.
- Domestic nonprofit research organization.
- Federally funded R&D center.

### Participating Agencies:

Each year the following five Federal departments and agencies are required by STTR to reserve 0.3% of their extramural R&D funds for award to small business/nonprofit research institution partnerships: Department of Defense; Department of Energy; Department of Health and Human Services; National Aeronautics and Space Administration; and National Science Foundation.

## SBA BUSINESS LOANS

When you seek a business loan, familiarize yourself with the SBA's business loan programs to see if they may be a viable option. Keep in mind the dollar amount you seek to borrow and how you want to use the loan proceeds. The three principal players in most of these programs are — the applicant small business, the lender and the SBA. SBA guarantees a portion of the loan (except for Microloans). The business should have its business plan prepared before it applies for a loan. This plan should explain what resources will be needed to accomplish the desired business purpose including the cost of everything, the applicants' contribution, use of loan proceeds, collateral, and most important, an explanation of how the business will be able to repay the loan in a timely manner.

The lender will analyze the application to see if it meets the lender's criteria as well as SBA's requirements. SBA will look to the lender to do much, if not all, of the analysis before it

provides its guaranty on the lender's loan or provides the microlenders with funds to re-lend to the business. The SBA's business loan programs provide a key source of financing for viable small businesses that have real potential, but cannot qualify for loans from the lending institutions on their own.

## 7(A) LOAN PROGRAM

The 7(a) Loan program is the SBA's primary business loan program. It is the agency's most used non-disaster financial assistance program because of its flexibility in loan structure, variety of loan proceeds uses, and availability. This program has broad eligibility requirements and credit criteria to accommodate a wide range of financing needs.

The business loans that SBA guarantees do not come from the agency, but rather from banks and other approved lenders. The loans are funded by these organizations and they make the decisions to approve or not approve the applicants' requests.

The SBA guaranty reduces the lender's risk of borrower non-payment. If the borrower defaults, the lender can request SBA to pay the lender that percentage of the outstanding balance guaranteed by SBA. This allows the lender to recover a portion from SBA of what it lent if the borrower can't make the payments. The borrower is still obligated for the full amount.

To qualify for an SBA guaranty, a small business must meet the lender's criteria and the 7(a) requirements. In addition, the lender must certify that it would not provide this loan under the proposed terms and conditions unless it can obtain an SBA guaranty. If the SBA is going to provide a lender with a guaranty, the applicant must be eligible and creditworthy and the loan structured under conditions acceptable to SBA.

## PERCENTAGE OF GUARANTIES AND LOAN MAXIMUMS

The SBA only guarantees a portion of any particular loan so each loan will also have an unguaranteed portion, giving the lender a certain amount of exposure and risk on each loan. The percentage SBA guarantees depends on either the dollar amount or the program the lender uses to obtain its guaranty. For loans of \$150,000 or less the SBA may guaranty as much as 85 percent and for loans over \$150,000 the SBA can provide a guaranty of up to 75 percent.

The maximum 7(a) loan amount is

\$5 million. (Loans made under the SBAExpress program, which is discussed subsequently, have a 50 percent guaranty.)

## INTEREST RATES AND FEES

The actual interest rate for a 7(a) loan guaranteed by SBA is negotiated between the applicant and lender and subject to SBA maximums. Both fixed and variable interest rate structures are available. The maximum rate is comprised of two parts, a base rate and an allowable spread. There are three acceptable base rates (Wall Street Journal Prime\*, London Interbank One Month Prime plus 3 percent, and an SBA Peg Rate). Lenders are allowed to add an additional spread to the base rate to arrive at the final rate. For loans with maturities of less than seven years the maximum spread will be no more than 2.25 percent. For loans with maturities of seven years or more, the maximum spread will be 2.75 percent. The spread on loans under \$50,000 and loans processed through Express procedures may be higher.

Loans guaranteed by SBA are assessed a guaranty fee. This fee is based on the loan's maturity and the dollar amount guaranteed, not the total loan amount. The guaranty fee is generally paid by the borrower and can be included in the loan proceeds.

On any loan with a maturity of one year or less, the fee is just 0.25 percent of the guaranteed portion of the loan. On loans with maturities of more than one year, the normal guaranty fee is 2 percent of the SBA guaranteed portion on loans up to \$150,000; 3 percent on loans over \$150,000 but not more than \$700,000; and 3.5 percent on loans over \$700,000. There is also an additional fee of 0.25 percent on any guaranteed portion over \$1 million.

**\* All references to the prime rate refer to the base rate in effect on the first business day of the month the loan application is received by SBA.**

## 7(A) LOAN MATURITIES

SBA loan programs are generally intended to encourage longer term small business financing, but actual loan maturities are based on the ability to repay, the purpose of the loan proceeds and the useful life of the assets financed. However, maximum loan maturities have been established: 25 years for real estate; up to 10 years for equipment



(depending on the useful life of the equipment); and generally up to seven years for working capital. Short-term loans and revolving lines of credit are also available through the SBA to help small businesses meet their short-term and cyclical working capital needs.

## STRUCTURE

Most 7(a) loans are repaid with monthly payments of principal and interest. For fixed-rate loans the payments stay the same whereas for variable rate loans the lender can re-establish the payment amount when the interest rates change or at other intervals as negotiated with the borrower. Applicants can request that the lender establish the loan with interest-only payments during the start-up and expansion phases (when eligible) to allow the business time to generate income before it starts making full loan payments. Balloon payments or call provisions are not allowed on any 7(a) loan. The lender may not charge a prepayment penalty if the loan is paid off before maturity, but the SBA will charge the borrower a prepayment fee if the loan has a maturity of 15 or more years and is pre-paid during the first three years.

## COLLATERAL

The SBA expects every 7(a) loan to be fully secured, but the SBA will not decline a request to guaranty a loan if the only unfavorable factor is insufficient collateral, provided all available collateral is offered. What these two policies mean is that every SBA loan is to be secured by all available assets (both business and personal) until the recovery value equals the loan amount or until all assets have been pledged to the extent that they are reasonably available. Personal guaranties are required from all the principal owners of the business. Liens on personal assets of the principals may be required.

## ELIGIBILITY

7(a) loan eligibility is based on four different factors. The first is size, as all loan recipients must be classified as "small" by SBA. The basic size standards are outlined below. A more in-depth listing of standards can be found at [www.sba.gov/size](http://www.sba.gov/size).

### SBA Size Standards:

- Manufacturing — from 500 to no more than 1,500 employees
- Wholesaling — No more than 100 employees
- Services — from \$4.5 million to no more than \$35.5 million in average annual receipts
- Retailing — from \$7 million to no more than \$35.5 million in average annual receipts
- General construction — from \$7 million to no more than \$33.5 million in average annual receipts
- Agriculture — from \$750,000 to no more than \$17.5 million in average annual receipts

### Nature of Business

The second eligibility factor is based on the nature of the business and the process by which it generates income or the customers it serves. The SBA has general prohibitions against providing financial assistance to businesses involved in such activities as lending, speculating, passive investment, pyramid sales, loan packaging, presenting live performances of a prurient sexual nature, businesses involved in gambling and any illegal activity.

The SBA will also not support non-profit businesses, private clubs that limit membership on a basis other than capacity, businesses that promote a religion, businesses owned by individuals incarcerated or on probation or parole, municipalities, and situations where the business or its owners previously failed to repay a federal loan or federally assisted financing.

### Use of Proceeds

The third eligibility factor is use of proceeds. 7(a) proceeds can be used to: purchase machinery, equipment, fixtures, supplies, make leasehold improvements, as well as land and/or buildings that will be occupied by the business borrower.

#### Proceeds can also be used to:

- Expand or renovate facilities;
- Finance receivables and augment working capital;
- Finance seasonal lines of credit;
- Acquire businesses;
- Startup businesses;
- Construct commercial buildings; and
- Refinance existing debt under certain conditions.

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SBA 7(a) loan proceeds cannot be used for the purpose of making investments. SBA proceeds cannot be used to provide funds to any of the owners of the business except for ordinary compensation for actual services provided.

### Miscellaneous Factors

The fourth factor involves a variety of requirements such as SBA's credit elsewhere test and utilization of personal assets requirements where the business and its principal owners must use their own resources before getting a loan guaranteed by SBA. It also includes SBA's anti-discrimination rules and restrictions on lending to agricultural enterprises because there are other agencies of the federal government with programs to fund such businesses.

#### Generally, SBA loans must meet the following criteria:

- Every loan must be for a sound business purpose;
- There must be sufficient invested equity in the business so it can operate on a sound financial basis;
- There must be a potential for long-term success;
- The owners must be of good character and reputation; and
- All loans must be so sound as to reasonably assure repayment.

For more information, go to

[www.sba.gov/apply](http://www.sba.gov/apply).

## WHAT TO TAKE TO THE LENDER

Documentation requirements may vary; contact your lender for the information you must supply.

#### Common requirements include the following:

- Purpose of the loan.
- History of the business.
- Financial statements for three years (existing businesses).
- Schedule of term debts (existing businesses).
- Aging of accounts receivable and payable (existing businesses).
- Projected opening-day balance sheet (new businesses).
- Lease details.
- Amount of investment in the business by the owner(s).
- Projections of income, expenses and cash flow as well as an explanation of the assumptions used to develop these projections.
- Personal financial statements on the principal owners.
- Resume(s) of the principal owners and managers.

## HOW THE 7(A) PROGRAM WORKS

Applicants submit their loan application to a lender for the initial review. The lender will generally review the credit merits of the request before deciding if they will make the loan themselves or if they will need an SBA guaranty. If a guaranty is needed, the lender will also review eligibility, and the applicant should be prepared to complete some additional documents before the lender reviews the request to ensure it meets SBA's requirements before sending the request for guaranty to the SBA. Applicants who feel they need more help with the process should contact their local SBA district office or one of SBA's resource partners for assistance.

There are several ways a lender can apply to the SBA for a 7(a) guaranty from SBA. The main differences between these methods are related to the documentation which the lender provides, the amount of review which SBA conducts, the amount of the loan and the lender responsibilities in case the loan defaults and the business' assets must be liquidated. The methods are:

- Standard 7(a) Guaranty
- Certified Lender Program
- Preferred Lender Program
- Rural Lender Advantage
- SBA Express
- Patriot Express
- Export Express
- Small Loan Advantage
- Community Advantage

For the Standard, Certified and Preferred methods, the applicant fills out SBA Form 4, and the lender completes SBA Form 4-1. When requests for guarantees are processed using Express Advantage methods, the applicant uses more of the regular forms of the lender and just has a few federal forms to complete. When SBA receives a request that is processed through Standard or CLP procedures, it either reanalyzes or reviews the lender's eligibility and credit analysis before deciding to approve or reject. For requests processed through PLP, or Express programs, the lender is delegated the authority to make the credit decision without SBA's concurrences which help expedite the processing time.

In guaranteeing the loan, the SBA assures the lender that, in the event the borrower does not repay the loan, the government will reimburse the lending institution for a portion of its loss. By providing this guaranty, the SBA is

able to help tens of thousands of small businesses every year get financing they might not otherwise obtain.

After SBA approval, the lender is notified that its loan has been guaranteed. The lender then will work with the applicant to make sure the terms and conditions are met before closing the loan, disbursing the funds, and assuming responsibility for collection and general servicing. The borrower makes monthly loan payments directly to the lender. As with any loan, the borrower is responsible for repaying the full amount of the loan in a timely manner.

### What the SBA Looks for:

- Ability to repay the loan on time from the projected operating cash flow.
- Owners and operators who are of good character.
- Feasible business plan.
- Management expertise and commitment necessary for success.
- Sufficient funds, including the SBA guaranteed loan, to operate the business on a sound financial basis (for new businesses, this includes the resources to meet start-up expenses and the initial operating phase).
- Adequate equity invested in the business.
- Sufficient collateral to secure the loan or all available collateral if the loan cannot be fully secured.

## SBAEXPRESS

The SBAExpress guaranty is available to lenders as a way to obtain a guaranty on smaller loans up to \$350,000. **(Note: Through September 27, 2011, this has increased to \$1 million.)** The program authorizes selected, experienced lenders to use mostly their own forms, analysis and procedures to process, service and liquidate SBA-guaranteed loans. The SBA guarantees up to 50 percent of an SBAExpress loan. Loans under \$25,000 do not require collateral. The use of loan proceeds is the same as for any basic 7(a) loan. Like most 7(a) loans, maturities are usually five to seven years for working capital and up to 25 years for real estate or equipment. Revolving lines of credit are allowed for a maximum of seven years.

### Philadelphia District Office

Parkview Towers  
1150 First Ave., Ste. 1001  
King of Prussia, PA 19406  
610-382-3062 • 610-382-1926 Fax

## PATRIOT EXPRESS

The Patriot Express pilot loan initiative is for veterans and members of the military community wanting to establish or expand a small business. Eligible military community members include:

- Veterans;
- Service-disabled veterans;
- Active-duty servicemembers eligible for the military's Transition Assistance Program;
- Reservists and National Guard members;
- Current spouses of any of the above, including a servicemember;
- The widowed spouse of a servicemember or veteran who died during service or of a service-connected disability.

The Patriot Express loan is offered by SBA's widest network of lenders nationwide and features the fastest turnaround time for loan approvals. Loans are available up to \$500,000 and qualify for SBA's maximum guaranty of 85 percent for loans of \$150,000 or less and 75 percent for loans over \$150,000 up to \$500,000. For loans above \$350,000, lenders are required to take all available collateral.

The Patriot Express loan can be used for most business purposes, including start-up, expansion, equipment purchases, working capital, inventory or business-occupied real-estate purchases.

Patriot Express loans feature SBA's lowest interest rates for business loans, generally 2.25 percent to 4.75 percent over prime depending upon the size and maturity of the loan. Your local SBA district office will have a listing of Patriot Express lenders in your area. More information is available at [www.sba.gov/patriotexpress](http://www.sba.gov/patriotexpress).

## ADVANTAGE LOANS

In early 2011, SBA rolled out two Advantage loan initiatives aimed at helping entrepreneurs and small business owners in underserved communities gain access to capital. Both offer a streamlined loan application process and the regular 7(a) loan guarantee for loans under \$250,000.

The Small Loan Advantage program is available to lenders participating in the Preferred Lenders program. SBA lenders who are not participating in the preferred lenders program can contact their local district office to apply.

The Community Advantage pilot program opens up 7(a) lending to mission-focused, community-based lenders – such as CDFIs, CDCs, and

microlenders – who provide technical assistance and economic development support in underserved markets.

More information on both programs is available at [www.sba.gov/advantage](http://www.sba.gov/advantage).

## SPECIAL PURPOSE 7(a) LOAN PROGRAMS

The 7(a) program is the most flexible of SBA's lending programs. The agency has created several variations to the basic 7(a) program to address the particular financing need of certain small businesses. These special purpose programs are not necessarily for all businesses but may be very useful to some small businesses. They are generally governed by the same rules, regulations, fees, interest rates, etc. as the regular 7(a) loan guaranty. Lenders can advise you of any variations.

## CAPLines

The CAPLines program is designed to help small businesses meet their short-term and cyclical working capital needs. There are five loan programs under the CAPLines umbrella. The programs can

be used to finance seasonal working capital needs; finance the direct costs of performing certain construction, service and supply contracts; finance the direct cost associated with commercial and residential construction; finance operating capital by obtaining advances against existing inventory and accounts receivable; and consolidate short-term debt. SBA provides up to an 85 percent guarantee. There are five distinct programs under the CAPLine umbrella:

- **The Contract Loan Program** is used to finance material and labor needs for a specific contract or contracts. Proceeds can be disbursed before the work begins. If used for one contract, it is generally not revolving; if used for more than one contract at a time, it can be revolving. The loan maturity is usually based on the length of the contract, but no more than five years. Contract payment must be sent directly to the lender.
- **The Seasonal Line of Credit Program** is used to support buildup of inventory, accounts receivable or labor and materials above normal usage for seasonal inventory. The business must have been in business for a period of 12 months and must

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have a definite established seasonal pattern. The loan may be used over again after a “clean-up” period of 30 days to finance activity for a new season. These also may have a maturity of up to five years. The business may not have another seasonal line of credit outstanding but may have other lines for non-seasonal working capital needs.

- **The Builders Line Program** provides financing for small contractors or developers to construct or rehabilitate residential or commercial property. Loan maturity is generally three years but can be extended up to five years if necessary to facilitate sale of the property. Proceeds are used solely for direct expenses of acquisition, immediate construction and/or significant rehabilitation of the residential or commercial structures. The purchase of the land can be included if it does not exceed 20 percent of the loan proceeds. Up to 5 percent of the proceeds can be used for physical improvements that benefit the property.
- **The Small Asset-Based Line** is a revolving line of credit (up to \$200,000) that provides short term working capital. These lines are generally used by businesses that provide credit to their customers. Disbursements are based on the size of a borrower’s accounts receivable and/or inventory. Repayment comes from the collection of accounts receivable or sale of inventory. It does require periodic servicing and monitoring of the collateral for which the lender can charge up to two percent annually to the borrower.
- **The Standard Asset-Based Line** is similar to the Small Asset-Based Line, but for loan amounts over \$200,000. It does require stricter servicing and monitoring and the lender may pass these costs along to the borrower.

## EXPORT ASSISTANCE Trade Financing

The SBA has help for existing small businesses wanting to export goods and services.

## U.S. EXPORT ASSISTANCE CENTER (USEAC)

U.S. Export Assistance Centers are a network of facilities around the U.S. staffed by SBA, U.S. Department of Commerce and the Export-Import Bank of the U.S. to provide trade promotion and export-finance assistance for small businesses in a single location. The USEACs also work closely with other

federal, state and local international trade organizations. To find the nearest USEAC, go to [www.export.gov/eac](http://www.export.gov/eac).

### Robert Elsas

International Lending Officer  
The Curtis Center, Ste. 580  
Independent Square West  
Philadelphia, PA 19106  
215-597-6110 • 215-597-6123 Fax

## EXPORT WORKING CAPITAL PROGRAM

The SBA’s Export Working Capital program (EWCP) assists lenders in meeting the needs of exporters seeking short-term export working capital. This program enables U.S. exporters to obtain loans to fund their direct export costs. The EWCP supports single transactions or revolving lines of credit. The maximum dollar amount of an export line of credit under this program is \$5 million. SBA guarantees up to 90% of a loan amount or \$ 4.5 million, whichever is less. Loan maturities are generally for a term of 12 months. The guaranty can be reissued for an additional 12 months through a new application process. The guaranty fee the SBA charges is 0.25 percent of the guaranteed amount of the loan for the initial 12 months. The borrower negotiates the interest rate and all other fees with the lender. The program offers flexible terms, low fees and a quick processing time. For information, see [www.sba.gov/exportloans](http://www.sba.gov/exportloans).

### Eligibility of Exporter

You must have a business operating history of at least one year – not necessarily in exporting. The SBA may waive this requirement if you have sufficient export trade experience or other managerial experience.

### Eligibility of Foreign Buyers

The foreign buyer must be a creditworthy entity and the methods of payment must be acceptable to the SBA and the export lender.

### Use of EWCP Proceeds:

- To acquire inventory for export or to be used to manufacture goods for export.
- To pay the manufacturing costs of goods for export.
- To purchase goods or services for export.
- To support standby letters of credit related to export transactions.
- For pre-shipment working capital directly related to export orders.
- For post-shipment foreign accounts receivable financing.

### Ineligible Use of Proceeds

- To support the applicant’s domestic sales.
- To acquire fixed assets or capital goods for the applicant’s business.
- To support a sale where the exporter is not taking title to the goods.
- To acquire, equip, or rent commercial space overseas.
- To serve as a warranty letter of credit.

### Collateral Requirements

- Collateral for the manufacturing sector typically consists of a first lien on all export-related inventory and export related accounts receivable.
- Collateral for the service sector typically consists of assignment of proceeds of export-related contracts or purchase orders and a first lien on export-related accounts receivable.
- Other collateral may be required.

### How to Apply

A small business exporter seeking a guaranteed EWCP loan must apply to a lender.

## INTERNATIONAL TRADE LOAN PROGRAM

The SBA’s International Trade Loan program (ITL) helps small businesses engaged or preparing to engage in international trade as well as small businesses adversely affected by competition from imports. This program allows for a maximum loan amount of \$5 million. The international trade loan provides an SBA guarantee up to \$ 4.5 million for a term loan used for the acquisition, construction, renovation, modernization, improvement or expansion of long-term fixed assets or the refinancing of an existing loan used for these same purposes. It may also be used in for working capital or in conjunction with any SBA working capital loans, including the EWCP. The SBA guaranty fee and interest rates are the same as for any standard 7(a) loans.

### Eligibility of Exporter

- Applicants must meet the same eligibility requirements for a 7(a) loan.
- Applicant must establish the loan will significantly expand or develop an export market, or the applicant has been adversely affected by import competition, and, in addition, the applicant must show that upgrading equipment or facilities will improve its competitive position.
- If eligibility is based on entering or expanding export sales, the applicant must submit a one or two page international business plan, including



sufficient information to reasonably support the likelihood of expanded export sales.

### Use of Proceeds

- For facilities or equipment, including purchasing land and building(s); building new facilities; renovating, improving, or expanding existing facilities; purchasing or reconditioning machinery, equipment and fixtures; and making other improvements that will be used within the United States for producing goods or services. Refinancing a facility/building is also permissible if the original loan on the property could have been refinanced under regular 7(a).

**Collateral Requirements - Collateral requirements are the same as for regular 7(a) loans.**

**How to Apply** - A small business exporter seeking a guaranteed loan must apply to an SBA participating lender. Call your local SBA District Office for a list of participating lenders.

### EXPORT EXPRESS

The Export Express program is designed to help SBA meet the export financing needs of small businesses. It is subject to the same loan processing, making, closing, servicing, and liquidation requirements as well as the same maturity terms, interest rates, and applicable fees as for other SBA loans except as noted below. The total Export Express loan cannot exceed \$500,000. SBA guarantees 90 percent for loans of \$350,000 and under and 75 percent for loans greater than \$350,000 up to the maximum of \$500,000. SBA allows participating lenders to make their own credit decisions. SBA provides a quick processing time, less than 36 hours.

**Eligible Buyers - The same as for the Export Working Capital Program.**

### Use of Proceeds

- Finance standby letters of credit used for either bid or performance bonds;
- Finance export development activities such as export marketing and promotional activities, participation in foreign trade shows, translation of product literature for foreign markets, and other activities designed to initiate or expand the applicant's export of its products/services from the U.S.;
- Provide transaction-specific financing for overseas orders;
- Provide revolving lines of credit for export purposes, the term of which must not exceed seven years. In some instances, as a normal course of business, the borrower may use portions of revolving lines of credit for domestic purposes, but no less than 70

percent of the revolving line to be used for export related purposes;

- Provide term loans and other financing to enable small business concerns, including small business export trading companies to develop foreign markets; and
- Acquire, construct, renovate, modernize, improve or expand production facilities or equipment to be used in the U.S. in the production of goods or services to be exported from the U.S.

### Ineligible Use of Proceeds

Proceeds may not be used to finance overseas operations, other than those strictly associated with the marketing and/or distribution of products/services exported from the U.S.

### How to Apply

The application process is the same for the SBAExpress, except the applicant must demonstrate that loan proceeds will enable it to enter a new export market or expand an existing export market. The applicant must submit to the lender a plan that includes projected export sales for the upcoming year as

well as the dollar volume of export sales for the previous year.

### SBA'S NON-7(a) LOAN PROGRAMS

In addition to the 7(a) Loan program SBA has three other non-disaster assistance programs which can help small businesses gain access to capital and bonding.

### CERTIFIED DEVELOPMENT COMPANY LOAN PROGRAM (504 LOANS)

The 504 Loan program is an economic development program that supports American small business growth and helps communities through business expansion and job creation. This SBA program provides long-term, fixed-rate, subordinate mortgage financing for acquisition and/or renovation of capital assets including land, buildings and equipment. Some refinancing is also permitted. Most for-profit small businesses are eligible for this program. The types of businesses excluded from

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7(a) loans (listed previously) are also excluded from the 504 loan program.

Loans are provided through Certified Development Companies. CDCs work with banks and other lenders to make loans in first position on reasonable terms, helping lenders retain growing customers and provide Community Redevelopment Act credit.

The SBA 504 loan is distinguished from the SBA 7(a) loan program in these ways:

**The maximum debenture, or long-term loan, is:**

- \$5 million for businesses that create a certain number of jobs or improve the local economy;
- \$5 million for businesses that meet a specific public policy goal, including veterans; and
- \$5.5 million for manufacturers and energy public policy projects.

Recent additions to the program allow \$5.5 million for each project that reduces the borrower's energy consumption by at least 10 percent; and \$5.5 million for each project that generates renewable energy fuels, such as biodiesel or ethanol production. Projects eligible for up to \$5.5 million under one of these two requirements do not have to meet the job creation or retention requirement, so long as the CDC portfolio average is at least \$65,000.

- Eligible project costs are limited to long-term, fixed assets such as land and building (occupied by the borrower) and substantial machinery and equipment. Working capital is not an eligible use of proceeds.
- Most borrowers are required to make an injection (borrower contribution) of just 10 percent which allows the business to conserve valuable operating capital. A further injection of 5 percent is needed if the business is a start-up or new (less than 2 years old) and a further injection of 5 percent is also required if the primary collateral will be a single purpose building.
- Two-tiered project financing: a lender finances approximately 50 percent of the project cost and receives a first lien on the project assets (but no SBA guaranty); A CDC (backed by a 100% SBA-guaranteed debenture) finances up to 40% of the project costs secured with a junior lien. The borrower provides the balance of the project costs.
- Fixed interest rate on SBA loan. SBA guarantees the debenture 100 percent. Debentures are sold in pools monthly to private investors. This low, fixed rate is then passed on to the borrower and establishes the basis for the loan rate.
- All project-related costs can be financed, including acquisition (land and building, land and construction of building, renovations, machinery and equipment) and soft costs, such as title insurance and appraisals. Some closing costs may be financed.

- Collateral is typically a subordinate lien on the assets financed; allows other assets to be free of liens and available to secure other needed financing.
- Long-term real estate loans are up to 20-year term, heavy equipment 10 or 20-year term and are self-amortizing.

**Businesses that receive 504 loans are:**

- Small — net worth under \$15 million, net profit after taxes under \$5 million, or meet other SBA size standards.
- Organized for-profit.
- Most types of business — retail, service, wholesale or manufacturing.

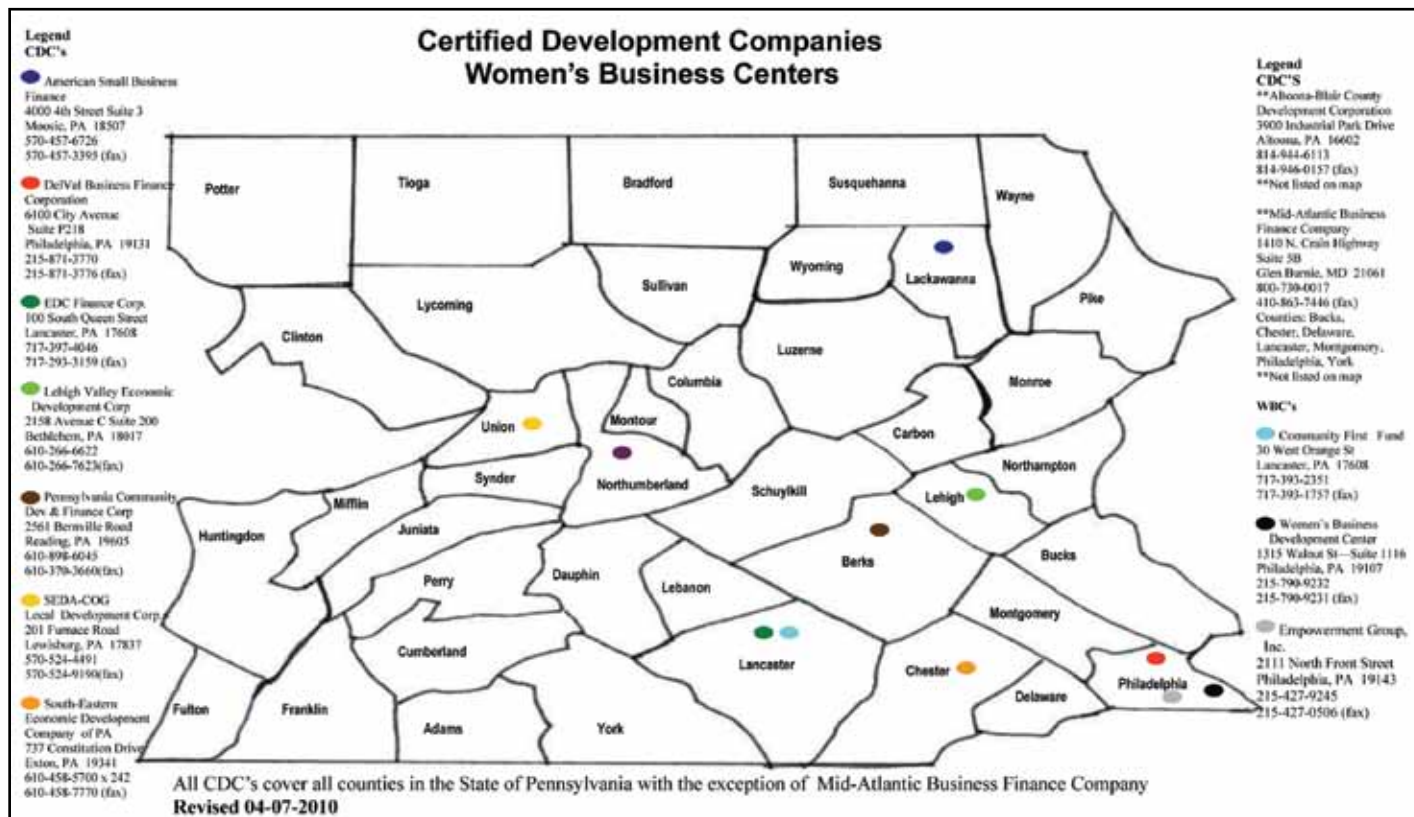
The SBA's 504 certified development companies serve their communities by financing business expansion needs. Their professional staffs work directly with borrowers to tailor a financing package that meets program guidelines and the credit capacity of the borrower's business. For information, visit [www.sba.gov/504](http://www.sba.gov/504).

**Altoona-Blair County Dev. Corp.**

Martin J. Marasco, President and CEO  
3900 Industrial Park Dr.  
Altoona, PA 16602  
814-944-6113 • 814-946-0157 Fax  
Area of Operation: Statewide Pennsylvania

**American Small Business Finance**

Paul Colarossi, Vice President  
4000 4th St., Ste. 3  
Moosic, PA 18507  
570-457-6726 • 570-457-3395 Fax  
[paulcalorossi@nedccdc.com](mailto:paulcalorossi@nedccdc.com)  
Area of Operation: Statewide Pennsylvania



### DelVal Business Finance Corp.

Michael A. Schwartz, President  
6100 City Ave., Ste. P218  
Philadelphia, PA 19131  
215-871-3770 • 215-871-3776 Fax  
Area of Operation: Statewide Pennsylvania

### EDC Finance Corporation

John Biemiller, Vice President  
100 S. Queen St./P.O. Box 1558  
Lancaster, PA 17608  
717-397-4046 • 717-293-3159 Fax  
Area of Operation: Statewide Pennsylvania

### Lehigh Valley Economic Development Corporation

Judy Yanega, Manager of Finance  
2158 Ave. C., Ste. 200  
Bethlehem, PA 18017  
610-266-6622 • 610-266-7623 Fax  
Area of Operation: Statewide Pennsylvania

### Mid-Atlantic Business Finance Company

Anthony Hamlett, President  
1410 N. Crain Hwy., Ste. 5B  
Glen Burnie, MD 21061  
800-730-0017 • 410-863-7446 Fax  
Area of Operation: Bucks, Chester, Delaware, Lancaster, Montgomery, Philadelphia and York counties

### NEPA Alliance

Tom Pellegrini, Vice President of Enterprise Development  
1151 Oak St.  
Pittston, PA 15853  
814-773-3162 • 814-772-7045 Fax  
www.nepa-alliance.org  
Area of Operation: Carbon, Lackawanna, Luzerne, Monroe, Pike, Schuylkill and Wayne counties

### Pennsylvania Community Development & Finance Corporation

Marie Shires, Vice President  
2561 Bernville Rd.  
Reading, PA 19605  
610-898-6045 • 610-370-3770 Fax  
Area of Operation: Statewide Pennsylvania

### SEDA-COG Local Development Corporation

Jerry Bohinski, Chief, Economic Development  
201 Furnace Rd.  
Lewisburg, PA 17837  
570-524-4491 • 570-524-9190 Fax  
Area of Operation: Statewide Pennsylvania; concentrating on Centre, Clinton, Columbia, Juniata, Mifflin, Northumberland, Lycoming, Perry, Union and Snyder counties

### SEED Co.

Chuck Evans, Director of Loan Programs  
737 Constitution Dr.  
Exton, PA 19341  
610-458-5700 ext. 242 • 610-458-7770 Fax  
Area of Operation: Statewide Pennsylvania

equipment, and inventory. Microloans may not be used for the purchase of real estate. Interest rates are negotiated between the borrower and the intermediary. The maximum term for a microloan is 7 years. For more information, go to [www.sba.gov/microloans](http://www.sba.gov/microloans).

### Community First Fund

Miriam Soto  
30 W. Orange St./P.O. Box 524  
Lancaster, PA 17608-0524  
717-393-2351 • 717-393-1757 Fax  
www.commfirstfund.org  
Counties of Operation: Adams, Berks, Chester, Cumberland, Dauphin, Franklin, Lancaster, Lebanon, Montgomery, Perry and York.

### Cooperative Business Assistance Corporation

Contact: Michael Diemer  
328 Market St.  
Camden, NJ 08102  
856-966-8181 • 856-966-0036 Fax  
www.cbaclenders.com  
Counties of Operation: Philadelphia

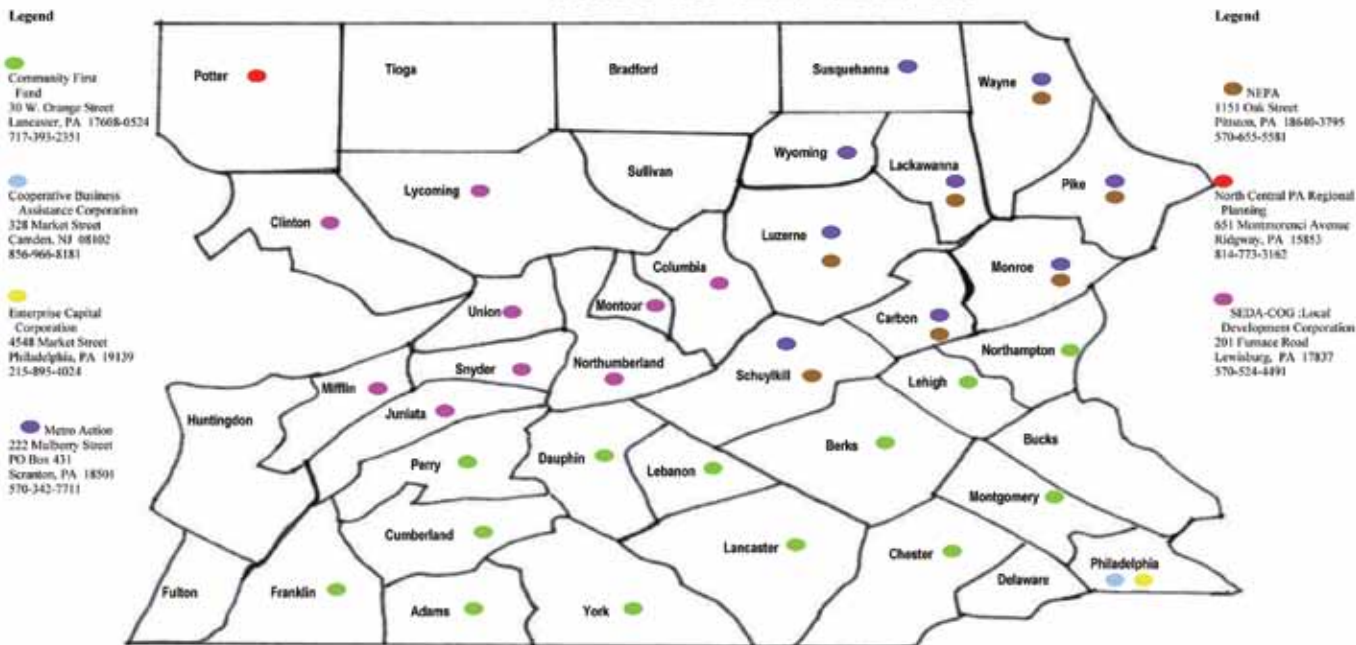
### Finanta

Contact: Luis Mora, Executive Director  
1301 N. 2nd St., 2nd Fl.  
Philadelphia, PA 19122  
267-236-7000  
www.asfsc.org/  
Counties of Operation: Philadelphia

## MICROLOAN PROGRAM

The Microloan program provides small loans ranging from under \$500 to \$50,000. Under this program, the SBA makes funds available to nonprofit intermediaries that, in turn, make the small loans directly to entrepreneurs, including veterans. Proceeds can be used for typical business purposes such as working capital, or the purchase of furniture, fixtures, machinery, supplies,

## MICRO LENDERS



Updated 5-2011



**MetroAction, Inc.**

Christina Hitchcock, Business Development Administrator  
222 Mulberry St.  
Scranton, PA 18501  
570-342-7711 • 570-347-6262 Fax  
www.metroaction.org  
Counties of Operation: Lackawanna, Luzerne, Monroe, Schuylkill, Wayne, Pike, Carbon, Susquehanna and Wyoming.

**North Central Pennsylvania Regional Planning & Development Commission**

Jill Foys  
651 Montmorenci Rd.  
Ridgway, PA 15853  
814-773-3162 • 814-772-7045 Fax  
www.ncentral.com/ncprpdc/  
County of Operation: Elk, Cameron, Clearfield, McKean, Jefferson and Potter.

**NEPA Alliance**

Tom Pellegrini, Vice President of Enterprise Development  
1151 Oak St.  
Pittston, PA 18640  
570-655-5581 • 570-654-5137 Fax  
www.nepa-alliance.org  
Counties of Operation: Carbon, Lackawanna, Luzerne, Monroe, Pike, Schuylkill and Wayne.

**SEDA-COG Local Development Corporation**

Ray Haden  
201 Furnace Rd.  
Lewisburg, PA 17837  
570-524-4491 • 570-524-9190 Fax  
www.seda-cog.org  
Counties of Operation: Centre, Clinton, Columbia, Juniata, Lycoming, Mifflin, Montour, Northumberland, Perry, Snyder and Union.

**The Enterprise Center Capital Corporation**

Michael Bing  
4548 Market St.  
Philadelphia, PA 19139  
215-895-4024 • 215-895-4001 Fax  
www.theenterprisecentercapital.com  
County of Operation: Philadelphia

**THE SURETY BOND GUARANTEE PROGRAM**

The Surety Bond Guarantee program is a public-private partnership between the federal government and surety companies to provide small businesses with the bonding assistance necessary for them to compete for public and private contracting and subcontracting opportunities. The guarantee provides

all incentive for sureties to bond small businesses that would otherwise be unable to obtain bonding. The program is aimed at small businesses that lack the working capital or performance track record necessary to secure bonding on a reasonable basis through regular commercial channels.

Through this program, the SBA guarantees bid, payment, performance and ancillary bonds issued by surety companies for individual contracts and subcontracts up to \$2 million. The SBA reimburses sureties between 70 and 90 percent of losses sustained if a contractor defaults on the contract.

The SBA has two program options available, the Prior Approval Program (Plan A) and the Preferred Surety Bond Program (Plan B). In the Prior Approval Program, SBA guarantees 90 percent of surety's paid losses and expenses on bonded contracts up to \$100,000, and on bonded contracts greater than \$100,000 that are awarded to socially and economically disadvantaged concerns, HUBZone contractors, and veterans, and service-disabled veteran owned small businesses. All other bonds guaranteed in the Plan A Program receive an 80 percent guarantee. Sureties must obtain SBA's prior approval for each bond guarantee issued. Under Plan B, SBA guarantees 70 percent, but sureties may issue, monitor and service bonds without SBA's prior approval.

**Atlantic Underwriting Group**

320 King of Prussia Rd., Ste. 100  
Radnor, PA 19087  
610-293-4070 • 610-293-4065 Fax

**KOG International, Inc.**

126 Cascade Rd./P.O. Box 251  
Springfield, PA 19064  
610-690-0804 • 610-690-0803 Fax

**KOG International, Inc.**

14 Redwood Dr.  
Enola, PA 17025  
717-732-9066 • 717-732-9067 Fax

**CBIC Insurance**

630 Freedom Business Center, Ste. 404  
King of Prussia, PA 19406  
610-354-0400 • 610-354-8612 Fax

**Surety Bond Associates**

45 E. City Ave., Ste. 493  
Bala Cynwyd, PA 19004  
610-617-1052 • 610-617-1053 Fax

**The Surety Source**

232 Strawbridge Dr.  
Moorestown, NJ 08057  
856-761-0152 • 856-761-0491 Fax

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# LOAN GUARANTY PROGRAMS

Information current as of March 2011 • All SBA programs and services are provided on a nondiscriminatory basis.

U.S. Small Business Administration

Program	Maximum Amount	Percent of Guaranty	Use of Proceeds	Maturity	Maximum Interest Rate	Guaranty Fees	Who Qualifies	Benefit to Borrowers
<b>7(a) Loans</b>								
<b>Standard 7(a):</b> Applicant applies to lender for loan; Lender applies to SBA for guaranty if they determine it is necessary.	\$5 million gross (\$3.75 million guaranty)	85% on loans of \$150,000 or less; 75% for loans over \$150,000.	Expansion/renovation; new construction, purchase land or buildings; purchase equipment, fixtures, lease-hold improvements; working capital; refinance debt for compelling reasons; short term line of credit, inventory.	Depends on ability to repay. Generally working capital & machinery and equipment (not to exceed life of equipment) is 5-10 years; real estate is 25 years.	Generally Base Rate (Wall Street Prime, LIBOR + 3.0, or SBA Peg Rate plus allowable spread: 2.25% when maturity less than 7 years, 2.75% when maturity 7 years or more.	Check with local SBA District Office for current information.	Must be for profit and meet SBA size standards; show good character, credit, management, and ability to repay; Must be an eligible type of business.	Long-term financing; Improved cash flow; Fixed maturity; No balloons; No prepayment penalty (under 15 years).
<b>SBAExpress</b> Lender approves; Minimal SBA paperwork for lenders.	\$1,000,000	Lender provided a 50% guaranty from SBA	Same as Standard 7(a) or may be used for revolving lines of credit.	Same as Standard 7(a) for loan terms; Revolving lines of credit up to 7 years.	Check with local SBA District Office for current information.	Check with local SBA District Office for current information.	Same as Standard 7(a)	Faster turnaround; Streamlined process; Easy-to-use line of credit.
<b>Patriot Express</b> Lender approves loan; Minimal additional SBA paperwork.	\$500,000	Same as Standard 7(a)	Same as Standard 7(a) except cannot be revolving.	Same as Standard 7(a)	Same as Standard 7(a)	Same as Standard 7(a)	Same as Standard 7(a) plus must be owned & controlled by one or more of the following groups equaling 51% total ownership: veteran, active-duty military, reservist or National Guard member or spouse of any of these groups, or widowed spouse of service member or veteran who died during service or of service-connected disability.	Lower interest rate maximums than other SBA Express programs. Less paperwork Fast turnaround Expanded eligibility Electronic application
<b>CAPLines:</b> Short-term/Revolving Lines of Credit; Seasonal Contract Builders Standard/ Small Asset-Based.	\$5 million (small asset based limited to \$200,000)	Same as Standard 7(a)	Finance seasonal working capital needs; cost to perform; construction costs, advances against existing inventory and receivables, consolidation of short-term debts.	Up to 5 years.	Same as Standard 7(a)	Same as Standard 7(a)	Same as Standard 7(a) plus a business that needs specialized proceeds this program offers.	Provides short-term working capital; Structured to meet business needs; Funds to perform on an assignable contract, to cover seasonal needs, to build or renovate personal or commercial space, and to obtain funds against existing current assets.
<b>International Trade</b> to help a business obtain fixed assets used in producing goods and services to be exported.	\$5 million	Same as Standard 7(a)	For the acquisition of long-term, fixed assets plus working-capital loans associated with international trade.	Up to 25 years.	Same as Standard 7(a)	Same as Standard 7(a)	Same as Standard 7(a) plus businesses must be engaged/preparing to engage in international trade/adversely affected by competition from imports.	Long-term financing for land and building where assets are used to produce products for export.
<b>Export Working Capital Program</b> 1-page application, fast turnaround, may apply for prequalification letter.	\$5 million (may be combined with International Trade loan)	Most guaranteed at 90%	Short-term, working-capital loans for exporters.	Up to 3 years but matched single transaction cycle or generally 1 yr. for line of credit.	Established by lender	Same as Standard 7(a)	Same as Standard 7(a) plus must have been in business for at least one year.	Short-term working capital for export needs; inexpensive minimum guaranty fee when maturity one year (one quarter of one percent); Revolving or transaction based; Allows specific financing for exporting without disrupting domestic financing and business plan.
<b>Small Loan Advantage</b> PLP lenders request guarantees using streamlined forms.	\$250,000 gross loan amount	Same as Standard 7(a)	Same as Standard 7(a) except cannot be revolving.	Same as Standard 7(a)	Same as Standard 7(a)	Same as Standard 7(a)	Applicants seeking loans of \$250,000 or less who apply to PLP lenders.	PLP lenders may be more willing to provide financing to applicants seeking smaller loans with the streamlined application forms.
<b>Community Advantage</b> Allows mission-oriented lenders focused on economic development in underserved markets to apply for 7(a) guaranty on loan they propose to make to an otherwise eligible small business.	\$250,000 gross loan amount	Same as Standard 7(a)	Same as Standard 7(a) except cannot be revolving and cannot be used to refinance loans made by or guaranteed by the Dept. of Agriculture or loans by SBA Micro-Lenders using their SBA intermediary loan.	Same as Standard 7(a)	Same as Standard 7(a) except allowable "Spread" is +4.1% rather than base +2.25 or 2.75	Same as Standard 7(a)	Loan eligibility requirements are same as for Standard 7(a) loans, but the business should be located in an underserved market.	Borrower's in underserved markets have more choices on the types of lenders who can provide them financing if their financing needs an SBA guaranty and the technical assistance needs of the applicant are assessed by the lenders.
<b>Non-7(a) Loans</b>								
<b>Microloans</b> Loans through non-profit lending organizations; technical assistance also provided.	\$50,000 (total loan amount to small business borrower)	Not Applicable	Purchase machinery and equipment, fixtures, lease-hold improvement; Finance increased receivables; working capital.	Shortest term possible, not to exceed 6 years.	Check with local SBA District Office for current information.	Not Applicable	Same as 7(a)-Must be profit, meet SBA size standards; show good character credit, management, and ability to repay; Must be an eligible type of business - except nonprofit daycare.	Direct loans from nonprofit intermediary lenders; Fixed-rate financing; Very small loan amounts; Technical assistance available.
<b>504 Loans</b> Fixed Asset, Financing provided by Certified Development Companies (CDCs) and Third Part Lenders.	Up to \$5.0 million	100% guaranty on 504 portion; No guaranty on third party portion.	Long-term, fixed-asset loans	10- or 20-year term	Check with local SBA District Office for current information.	Check with local SBA District Office for current information.	For profit businesses that do not exceed \$15.0 million in tangible net worth and do not have average net income over \$5 million for past 2 years.	Fees under 3 percent; long-term fixed rate; low down payment; full amortization; no balloons.

# Putting America Back to Work

## THE SMALL BUSINESS JOBS ACT:

### THE TOOLS SMALL BUSINESSES NEED

On Sept. 27, President Obama signed the Small Business Jobs Act, which is the most significant piece of small business legislation in over a decade. The Jobs Act provides entrepreneurs and small business owners with a toolbox that includes tax relief, access to capital, more contracting opportunities and exporting assistance, so they can grow and create the jobs America needs. So, whether you're starting a business or looking to grow, here are the facts you need to know to take advantage of all that's in the Small Business Jobs Act.

### PROVIDING TAX RELIEF FOR SMALL BUSINESSES

As tax season approaches, there are several new tax cuts that small business owners can take advantage of, including:

- The highest ever small business expensing limits—\$500,000 for 2010 and 2011
- Carry back for qualified small businesses of general business credits to offset five years of taxes
- Zero capital gains taxes on qualified stock investments in small businesses for the 2010 tax year
- Increased deductions for start-up expenditures for entrepreneurs for the 2010 tax year
- Easier deductions for employer-provided cell phones
- New deductions for health insurance costs for self-employed business owners and their family members
- Limits on penalties for errors in tax reporting that disproportionately affect small business
- Extended bonus depreciation

## HELPING SMALL BUSINESSES GAIN ACCESS TO CAPITAL

Access to capital is one of the biggest concerns facing small businesses. You may have heard about the Jobs Act's extensions of the popular provisions which increased the guarantee on loans and reduced the borrower fees in our top two programs. This helped SBA turn \$505 million in taxpayer funds into \$12 billion in overall small business lending. This temporary provision has drawn to a close, but the Jobs Act made a number of changes to SBA lending which will help small businesses get the capital they need.

For small businesses like manufacturers, exporters, and franchises, that are ready to grow but need larger loans, the Jobs Act permanently increased the limits on SBA loans from \$2 million to \$5 million. This will help more small businesses who need capital use SBA loans. The Jobs Act also increases SBA microloan maximums from \$35,000 to \$50,000. SBA data shows that microloans often benefit entrepreneurs who need startup capital and business owners in underserved communities who often find it harder to access capital.

The Jobs Act contained two important temporary provisions. The limit on quick-turnaround SBA Express loans was increased from \$350,000 to \$1 million through September, 2011. And, the Jobs Act will soon temporarily allow owner-occupied small businesses to use SBA's 504 loan program to refinance their non-SBA commercial real estate mortgages. With a large percentage of commercial real estate mortgages set to mature in the next few years, many small business owners face the negative impact of declining real estate values. Allowing good, healthy small businesses to refinance their mortgages will help them keep their doors open and protect jobs, as well as get more stable, long-term mortgage financing.



## HELPING SMALL BUSINESSES WIN GOVERNMENT CONTRACTS

**Are you a government contractor?** The Federal government is the largest purchaser of goods and services in the world. Last year, \$100 billion in Federal contracts went to small businesses. The Jobs Act contains provisions to help build on that and get more contracts in the hands of small businesses in 2011 and beyond.

For instance, the law reaffirmed “parity” among federal small-business contracting programs. When awarding contracts that are set-aside for small businesses, contracting officers are free to choose among businesses owned by women and service-disabled veterans, as well as businesses participating in HUBZone and 8(a) programs.

The law eliminates the “Competitiveness Demonstration” program, which limited opportunities for small contractors in 11 industries where they excel, such as construction, landscaping and pest control. This will build on the \$24 billion small businesses won in these industries in Fiscal Year 2009 (effective January 31, 2011).

The law gives contracting officers the ability to reserve orders for small business participation on contracts with multiple awards including the Federal Supply Schedule (GSA Multiple Award Schedule). The law makes it harder for agencies to “bundle” contracts, a practice that makes it more difficult for small businesses to compete.

The law establishes a legal standing of “presumption of loss” when a business misrepresents its ownership status or size in winning a government contract. This allows a federal agency to claim a loss on the purchase, enabling those agencies, including the Department of Justice, to vigorously pursue fraudulent firms.

The law holds large prime contractors more accountable to their own subcontracting plans by requiring written justification when plans aren’t met and when small business subcontractors aren’t paid on time. This helps eliminate “bait-and-switch” tactics that occur when large primes – after winning the prime contract – don’t follow through with their own plans to give subcontracts to small businesses.

Whether your small business has worked on government contracts for years, or you’re looking at contracting as a way to grow, there’s good news in the Jobs Act.

## HELPING SMALL BUSINESSES GROW THROUGH EXPORTING

Small businesses are the sector of the economy that’s best poised for growth through exporting. With the growth in new technology, new markets are opening up small businesses all the time. And since the President has made it a priority to double the country’s exports, now is a perfect time to begin exporting. The Jobs Act makes growing your business through exporting easier than ever.

The loan limits in SBA’s International Trade Loans and Export Working Capital have been increased to \$5 million. These loans support small business exporters who need capital to invest in exporting and fill orders coming from overseas. Moreover, the Export Express Pilot is now a permanent, with 90% guarantees for loans up to \$350,000 and 75% for loans between \$350,000 and \$500,000. Lastly, the Jobs Act provides funding for competitive grants for states to help small business owners with exporting.

## MORE TOOLS FOR SMALL BUSINESSES

There are dozens and dozens of programs, resources, and tools to support your small business in the Small Business Jobs Act. From the new loan programs and tax cuts mentioned above, to the Treasury Department’s Small Business Lending Fund that will help many community banks around the country, you’re sure to find what you need to grow your business and create jobs. Your local SBA district office or resource partner can help you navigate the ins-and-outs of the Jobs Act, or you can get started by visiting [www.SBA.gov](http://www.SBA.gov).



# PHILADELPHIA AWARDS

## Philadelphia District Office 2011 Small Business Award Winners

### 2011 Eastern Pennsylvania Small Business Person of the Year:

**Richard J. Endres, Jr., President**  
E.B. Endres, Inc.  
Huntingdon, PA

### 2011 Eastern Pennsylvania Entrepreneurial Success:

**Francis I. McGowen, CEO**  
Car Sense, Inc.  
Uwchland, PA

### 2011 Small Business Exporter of the Year:

**Rachel T. Carson, President**  
Helicopter Tech, Inc.  
King of Prussia, PA

### 2011 Eastern Pennsylvania Jeffrey Butland Family-Owned Business of the Year:

**John M. Lawlor, President**  
Keystone Fire Protection Co.  
North Wales, PA

### 2011 Eastern Pennsylvania Financial Services Champion of the Year:

**David Light, President**  
AGEX Financial, LLC  
Chalfont, PA

### 2010 Eastern Pennsylvania Minority Small Business Person of the Year:

**Norma R. Pratt, President**  
Rodgers Travel, Inc.  
Wayne, PA

### 2011 Veteran Small Business Champion of the Year:

**Lincoln Strehle, Director of Development**  
Philadelphia Veterans Multi-Services and Education Center, Inc.  
Philadelphia, PA

### 2011 Women in Business Champion of the Year:

**Ellen T. Fisher, Publisher and Founder**  
Women's Yellow Pages of Greater Philadelphia  
Havertown, PA

\*Winner of Philadelphia District and Region 3 Award\*

## Introduction to Small Business Week

Each year since 1963, the President of the United States has designated a week as National Small Business Week in recognition of the small business community's contributions to the American economy and society. Small Business Week 2011 was celebrated May 16-20, 2011 in Washington, D.C. We are now preparing for 2012.

The U.S. Small Business Administration, in partnership with public and private-sector small business supporters, sponsors special activities honoring the nation's entrepreneurs at the local, state and national levels.

The presentation of the prestigious awards highlights Small Business Week activities. At the district,\* state and national levels, these awards spotlight the outstanding contributions of small business persons, champions, exporters and young entrepreneurs. At the regional and national levels, awards will highlight the contributions of outstanding small business prime contractors and subcontractors for the federal government.

Small Business Person of the Year winners from all 50 states, the District of Columbia, Puerto Rico, Guam and the U.S. Virgin Islands, as well as national winners in the champion and special award categories and regional and national government contracting award winners, are invited to Washington, D. C. during Small Business Week for a series of special events in their honor. A national Small Business Person of the Year is selected from among the state award winners and recognized during the celebration in the Nation's capital.

\*District-level awards are presented only in those states served by more than one SBA district office.

## Nominations

Any individual or organization dedicated to the support of the small business community in the United States,

including, but not limited to, trade and professional associations and business organizations, may submit nominations for Small Business Person of the Year, Champions of the Year, and special Small Business Week awards. For nomination guidelines visit our web page at: [www.sba.gov/pa/phil](http://www.sba.gov/pa/phil)

For further information regarding nominations of all Small Business Week Awards contact the Philadelphia District Office at 610-382-3062; Jennifer Pilcher at 610-382-3084 for the Small Business Awards program; John Banks at 610-382-3087 for the Minority Enterprise Development Awards.

## Awards and Selections

Small Business Persons of the Year, Champions of the Year and special award winners will be selected at the district, state and national levels. Winners at each level will be considered for awards at the next higher level. Nomination packages for each state winner will be sent to regional SBA offices and prepared for transmittal to the SBA Office of Advisory Councils for review. The National Small Business Person of the Year will be selected by the SBA administrator based on the recommendation of the National Advisory Council and will be announced during Small Business Week.

For more information contact the Philadelphia District Office.

## Awards

- Small Business Person of the Year
- Small Business Exporter of the Year
- Financial Services Champion of the Year
- Home-Based Business Champion of the Year
- Minority Enterprise Development Award
- Minority Small Business Champion of the Year
- Veteran Small Business Champion of the Year
- Women in Business Champion of the Year
- SBA Family-Owned Small Business of the Year
- SBA Young Entrepreneur of the Year

# CONTRACTING OPPORTUNITIES

# FEDERAL PROCUREMENT OPPORTUNITIES

## How to Apply for Government Contracts

The U.S. government is the largest single purchaser of goods and services in the world, buying everything from armored tanks to paper clips. Every year, the federal government awards more than \$500 billion in contracts, and a significant share of those contracts are specifically allotted to small businesses.

The SBA works with agencies to award at least 23 percent of all prime government contracts to small businesses, with specific statutory goals for small disadvantaged businesses, women-owned, service-disabled veteran-owned, or is located in historically underutilized business zones (HUBZone).

The agency ensures that small businesses have access to long-lasting development opportunities, which means working with small businesses to help them stay competitive, as well as encouraging federal agencies to award more contracts to small businesses. The SBA features outreach programs, matchmaking events, and online training opportunities; and helps agencies identify opportunities for small businesses.

### HOW GOVERNMENT CONTRACTING WORKS

#### Sealed bidding vs. Negotiation

There are two methods the government uses to purchase goods and services, sealed bidding and negotiation. The first method, sealed bidding, involves issuing an invitation for bid by a procuring agency. Under the sealed bidding method, a contract is usually awarded to the lowest priced bidder that can meet the quantity, quality and delivery requirements of the procurement. The second method, negotiation, involves issuing a request for proposal or request for quotation. The business with the best proposal in terms of technical content, price and other factors generally wins the contract.



#### Types of Contracts

Firm fixed price contracts places the responsibility for the costs and risk of loss on the contractor. Firm fixed price contracts do not permit any adjustment on the basis of the contractor's costs during the performance of the contract. This type of contract is used in all sealed bid and some negotiated procurements.

Cost reimbursement contracts provide for the payment of allowable costs incurred by the contractor, to the extent stated in the contract. The contract establishes a ceiling price, above which a contractor may not exceed without the approval of the contracting officer. Cost reimbursement contracts are used in research contracts that have commercial applicability.

Some contracts do not fit neatly into these two categories, such as time and material contracts (prices for hourly wages are fixed but the hours are estimated) and letter contracts (authorizes a contractor to begin work on an urgent requirement).

#### Small Business Set-Asides

A "set-aside" for small businesses reserves an acquisition exclusively for small business concern participation. There are two ways in which set-asides can be determined. First, if an acquisition of goods or services has an anticipated dollar value of at least \$3,000 but not exceeding \$100,000, it is automatically reserved for small businesses. The acquisition will be set aside only if the contracting officer determines there are two or more responsible small business concerns that are competitive in terms of market prices, quality and delivery. Second, if an acquisition of goods or services is more than \$100,000, and if it's likely offers will be obtained from at least two responsible small business concerns, and if awards will be made at fair market prices, the acquisition is reserved for exclusively for small business concerns. Reasonable expectations of small business competition may be evaluated using past acquisition history of an item or similar items.



There are several exceptions and unique rules for specific kinds of small businesses and industries. For R&D small business set-asides, there must be reasonable expectation of obtaining from small businesses the best scientific and technological sources consistent with the demands of the proposed acquisition. For small business set-asides other than for construction services, any concern proposing to furnish a product that it did not itself manufacture must furnish the product of a small business manufacturer unless the SBA has granted either a waiver or exception to this requirement. In industries where the SBA finds that there are no small business manufacturers, it may issue a waiver to the non-manufacturer rule. Waivers permit small businesses to provide any domestic firm's product.

### Subcontracting

Subcontracting opportunities are a great resource for small businesses, especially to those not ready to bid as prime contractors. Experience gained from subcontracting with a federal prime contractor can better prepare businesses to bid for prime contracts.

Current regulations stipulate for contracts offering subcontracting opportunities over \$650,000 for goods and services, or \$1.5 million for construction, large business prime contractors must offer maximum practicable subcontracting opportunities to small businesses. Large business prime contractors must submit a subcontracting plan describing how they will successfully subcontract to small businesses.

To find subcontracting opportunities, a list of Federal prime contractors is available through SBA's Subcontracting Directory at [www.sba.gov](http://www.sba.gov) and [www.gsa.gov](http://www.gsa.gov). Research the list of prime contractors and determine which are best suited for your business. Develop a marketing strategy, and then contact the Small Business Liaison Officer listed for each prime to schedule an appointment.

### CERTIFICATE OF COMPETENCY PROGRAM

The Certificate of Competency program allows a small business, that is the apparent successful offeror, to appeal a contracting officer's non-responsibility determination that it is unable to fulfill the requirements of a specific government contract. The SBA will conduct a detailed review of the

firm's technical and financial capabilities to perform on the contract. If the business demonstrates the capability to perform, the SBA issues a Certificate of Competency to the contracting officer, requiring award of that contract to the small business.

### WHAT YOU SHOULD KNOW ABOUT YOUR BUSINESS

To be eligible to bid on a federal contract, you must know your business. Answer the following three questions:

#### 1. Are you a small business?

Is your small business:

- Organized for profit?
- Located in the U.S.?
- Operated primarily within the U.S. or making a significant contribution to the U.S. economy through payment of taxes or use of American products, materials, or labor?
- Independently owned and operated?
- Not dominant in the field of operation in which it is bidding for government contracts?
- A sole proprietorship, partnership, corporation, or any other legal form?

If the first six criteria apply to your business, ask yourself the second important question to find out if your business meets size standard requirements.

#### 2. What is the size standard for your business?

Size standards are used to determine whether a business is small or "other than small". Size standards vary depending upon the industry. To determine the size standard for your business, you will need a NAICS code. Every federal agency uses these codes when considering your business. To determine your NAICS code, go to [www.census.gov/eos/www/naics/](http://www.census.gov/eos/www/naics/)

Some SBA programs require their own unique size standards. To find out more about these requirements and other size standard information, go to [www.sba.gov/size](http://www.sba.gov/size)

#### 3. Do you fall under a specific certification?

Under the umbrella of "small business," SBA has outlined several specific certifications that businesses may fall under. These certifications are divided into two categories: SBA-Certified and Self-Certified.

The SBA-Certified Programs were created to assist specific businesses in securing federal contracts and therefore can only be issued by SBA administrators. For the Self-Certified Programs, you can determine for yourself if your business meets the requirements by referring to the Federal

Acquisition Regulations (FAR).

Just as Congress has given federal agencies a goal of procuring 23 percent of federal contracts from small businesses, so too must federal agencies meet specific contracting goals for other categories of small firms. These goals are:

- 5 percent of contracts go to Small Disadvantaged Businesses
- 5 percent go to Women-Owned Small Businesses
- 3 percent go to Service-Disabled Veteran-Owned Small Businesses
- 3 percent go to HUBZone Small Businesses

Federal agencies have a strong incentive to fulfill these contracting goals. You should apply for those SBA-Certified and Self-Certified programs for which you qualify to take advantage of contracting opportunities.

### HUBZone

The HUBZone program helps small businesses located in distressed urban and rural communities, known as Historically Underutilized Business Zones, gain access to federal set-aside contracts and sole source contracts as well as a price evaluation preference in full and open contract competitions. There is a statutory requirement that HUBZone small business concerns be awarded not less than 3 percent of the total value of all prime contract awards. The HUBZone program also establishes preference for award of federal contracts to small businesses in these areas. To qualify for the program, a business (except tribally-owned concerns) must meet the following criteria:

- It must be a small business by SBA size standards
- It must be owned and controlled at least 51% by U.S. citizens, or a Community Development Corporation, an agricultural cooperative, or an Indian tribe
- Its principal office must be located within a "Historically Underutilized Business Zone," which includes lands considered "Indian Country" and military facilities closed by the Base Realignment and Closure Act
- At least 35% of its employees must reside in a HUBZone.

Existing businesses that choose to move to qualified areas are eligible to apply for certification. To fulfill the requirement that 35 percent of a HUBZone firm's employees reside in a HUBZone, employees must live in a primary residence at a place for at least 180 days, or as a currently registered voter, and with intent to live there indefinitely.

### **SBA is responsible for:**

- Determining whether or not individual concerns are qualified HUBZone small business concerns;
- Maintaining a list of qualified HUBZone small business concerns for use by acquisition agencies in awarding contracts under the program;
- Adjudicating protests and appeals of eligibility to receive HUBZone contracts.

For additional information, visit [www.sba.gov/hubzone](http://www.sba.gov/hubzone).

## **8(a) BUSINESS DEVELOPMENT PROGRAM**

The 8(a) Business Development program is a nine year program established to assist eligible socially and economically disadvantaged individuals develop and grow their businesses. Business development assistance includes one-to-one counseling, training workshops, and other management and technical guidance. There is a statutory requirement that small disadvantaged business concerns be awarded not less than 5 percent of the total value of all prime contract awards. All firms that become eligible for SBA's 8(a) business development assistance are also considered small disadvantaged business concerns for federal contracting. To be eligible for the 8(a) Business Development program, a business must meet the following criteria:

- It must be a small business by SBA size standards;
- It must be owned (at least 51 percent) by one or more individuals who qualify as socially and economically disadvantaged, and who are US citizens of good character;
- It must be controlled, managed, and operated by one or more individuals who qualify as disadvantaged, and;
- It must demonstrate potential for success (generally by being in business for at least two full years) before applying.

Socially disadvantaged individuals are those who have been subjected to racial or ethnic prejudice or cultural bias because of their identity as a member of a group without regard to their individual capabilities. The following individuals are presumed to be socially disadvantaged: Black Americans, Native Americans, American Indians, Eskimos, Aleuts, or Native Hawaiians, Hispanic Americans, Asian Pacific Americans, and Subcontinent Asian Americans. An individual who is not a member of one of these groups must establish individual social disadvantage by a preponderance of evidence. Economically disadvantaged

individuals are socially disadvantaged individuals whose ability to compete in the free-enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same or similar line of business who are not socially disadvantaged.

Firms owned by Alaska Native Corporations, Indian Tribes, Native Hawaiian Organizations, and Community Development Corporations can also apply to the SBA for 8(a) business development assistance.

So that approved firms can obtain training, counseling, and business development assistance, SBA designates a staff person at a local SBA District Office, geographically near the business.

SBA is responsible for

- Determining whether a business qualifies for the 8(a) Business Development program
- Determining whether a business continues to qualify, during the nine-year term.
- Approving Mentor/Protégé agreements between 8(a) firms and large businesses.

For additional information, visit [www.sba.gov/8a](http://www.sba.gov/8a).

## **SDB**

An SDB (Small Disadvantaged Business) is defined as a small business that is at least 51 percent owned and controlled by one or more individuals who are socially and economically disadvantaged.

There is a federal-government wide goal of awarding at least 5 percent of prime contracting dollars to SDBs each year. Large prime contractors must also establish a subcontracting goal for SDBs in their Subcontracting Plans.

Firms self-certify as SDB for without submitting any application to SBA, however firms approved by SBA into the 8(a) Business Development program are automatically certified as an SDB. To self-certify, firms should update their CCR profiles and update their ORCA profiles, making sure that both profiles reflect their SDB status.

## **SDVOSB**

The SDVOSB (Service-Disabled Veteran-Owned Small Business) program has a federal government-wide goal of awarding at least 3 percent of prime and subcontracting dollars to Service-Disabled Veteran-

Owned Small Businesses each year. Large prime contractors must also establish a subcontracting goal for Veteran-Owned Small Businesses in their Subcontracting Plans. These subcontracting goals are reviewed at time of proposal by both the contracting officer and SBA prior to the award of a contract.

The SDVOSB Protest is administered by SBA to ensure that only businesses owned by service-disabled veterans receive contracts reserved exclusively for them. When a business's SDVOSB self-certification is challenged, SBA determines if the business meets the status, ownership, and control requirements.

To determine your eligibility, contact your local veterans business development officer, visit the various program websites, or contact SBA's Office of Veterans Business Development at [www.sba.gov/vets](http://www.sba.gov/vets).

For more information on certifications not described in depth here, refer to the glossary of terms.

## **WOMEN-OWNED SMALL BUSINESS FEDERAL CONTRACT PROGRAM**

On October 7, 2010, the SBA published a final rule effective February 4, 2011, aimed at expanding federal contracting opportunities for women-owned small businesses. The Women-Owned Small Business Federal Contract program authorizes contracting officers to set aside certain federal contracts to Women-owned firms. For additional information, visit [www.sba.gov/content/contracting-opportunities-women-owned-small-businesses](http://www.sba.gov/content/contracting-opportunities-women-owned-small-businesses).



## HOW TO GET STARTED

Once you have identified the important information regarding your business, it is time to start the process of procuring a government contract. Take these necessary steps to begin the bidding process:

### 1. Identify your DUNS (Data Universal Numbering System) number

To register your business, obtain a DUNS number used to identify and track millions of businesses. You can obtain your free DUNS number when registering with the CCR (Central Contractor Registration) at [www.ccr.gov](http://www.ccr.gov) or by contacting Dun & Bradstreet at [www.dnb.com](http://www.dnb.com).

### 2. Identify your EIN (Employer Identification Number)

An EIN, otherwise known as a federal tax identification number, is generally required of all businesses. For more information, go to [www.irs.gov](http://www.irs.gov).

### 3. Identify your NAICS and SIC codes

The NAICS and SIC codes are used to classify the industry a particular business occupies. To register your business, supply at least one code. Refer to the Glossary for more information.

### 4. Register with the CCR

The CCR is an online government-maintained database of companies wanting to do business with the federal government. Agencies search the database for prospective vendors. The CCR is at [www.ccr.gov](http://www.ccr.gov).

After completing registration, you will be asked to enter your small business profile information through the SBA Supplemental Page. The information will be displayed in the Dynamic Small Business Search.

Creating a profile in CCR and keeping it current ensures your firm has access to federal contracting opportunities. Entering your small business profile, including your business information and key word description, allows contracting officers, prime contractors, and buyers from state and local governments to learn about your company.

### 5. Use ORCA

Prospective contractors must complete (electronically or through submission of paperwork), representations and certifications for small business size and program status as part of the process that registers your business for federal contracting opportunities. To make this process easier for everyone involved, the government developed ORCA (Online Representations and Certifications Application), where generally, businesses can complete all of the paperwork online. To begin this process, first register your firm in CCR, then go to [www.orca.bpn.gov](http://www.orca.bpn.gov).

### 6. Register with the GSA Schedule

The GSA (Government Services Administration) Multiple Award Schedule (aka Federal Supply Schedule) is used by GSA to establish long-term, government-wide contracts with commercial firms. Once these contracts are established, government agencies can order the supplies and services they need directly from the firms through the use of an online shopping tool. Becoming a GSA schedule contractor increases your opportunity for contracts across all levels of government. Businesses interested in becoming GSA schedule contractors should review the information available at [www.gsa.gov/schedules](http://www.gsa.gov/schedules).

### 7. Make Sure Your Business is Financially Sound

This critical step is absolutely necessary to make sure that your business is financially prepared for the journey ahead. Even if you are able to obtain a government contract, you will not be receiving all of the money at once. It helps to have a clear plan of how your business will stage the benefits of the contract.

### 8. Search FedBizOpps for contracting opportunities

Federal Business Opportunities, or FedBizOpps, is an online service operated by the federal government that announces available business opportunities. FedBizOpps helps identify the needs of federal agencies and available contracting opportunities. To begin searching for contracting opportunities, go to [www.fbo.gov](http://www.fbo.gov).

### 9. Marketing Your Business

Registering your business is not enough to obtain a federal contract: you will need to market your business to attract federal agencies. Tips for good marketing are:

- o Determine which federal agencies buy your product or service, and get to know them
- o Identify the contracting procedures of those agencies
- o Focus on opportunities in your niche and prioritize

Although not required, you may want to obtain a PSC (Product Services Code) and/or a FSC (Federal Supply Classification). These codes provide additional information about the services and products your business offers.

## AVAILABLE RESOURCES

SBA has a variety of services and resources that can provide you with more information and coach you through the necessary steps to take in order to be successful in your search for a government contract.

### 1. The 8(a) Business Development Program

The 8(a) Business Development Program provides development support to small businesses that are economically and/or socially disadvantaged. To find out more, go to [www.sba.gov/8a](http://www.sba.gov/8a).

### 2. The Mentor Protégé Program

The Mentor Protégé Program encourages approved mentors to provide various forms of business assistance to eligible 8(a) participants as protégés to improve their ability to compete in the public and private marketplaces successfully. To find out more, go to [www.sba.gov/mentor-protége](http://www.sba.gov/mentor-protége).

### 3. Online Training Programs

SBA's Small Business Training Network is a virtual campus complete with courses and programs to help the small business owner. The free, 30-minute course, "Business Opportunities: A Guide to Winning Federal Contracts," is a good introduction for businesses looking to obtain a contract with the federal government. To view this course, among others, go to [www.sba.gov/training](http://www.sba.gov/training).

### 4. Online Podcasts

To make help even more accessible, SBA has podcasts on a variety of topics that will provide more specific information on SBA, government contracting, and small businesses. To access these podcasts, go to [www.sba.gov/training](http://www.sba.gov/training) and select the topic you want to learn more about.

### 5. Counseling Services

SBA has a variety of counseling services aimed at targeting the various needs of small business owners. Some of the counseling services we offer are:

- o SBA district offices: These offices can provide general information about SBA and government contracts.
- o SBDCs (Small Business Development Centers): SBDCs provide management assistance to current and prospective small business owners in the form of both information and guidance.
- o WBCs (Women's Business Centers): WBCs exist to help women entrepreneurs, especially women who are economically and/or socially disadvantaged, start and grow their own business. This is achieved through comprehensive training and counseling on a vast array of topics in many languages.
- o SCORE - Counselors to America's Small Business: One of SBA's resource partners, SCORE is a non-profit organization dedicated to helping entrepreneurs and small business start, grow, and succeed nationwide.



# GLOSSARY OF TERMS

- o Office of Veterans Business Development: The Office of Veterans Business Development aims at maximizing the availability, applicability, and usability of SBA programs for Veterans, Service-Disabled Veterans, Reserve Component Members, and their dependents or survivors.

To find the locations of these offices, or to learn more, go to [www.sba.gov/sba-direct](http://www.sba.gov/sba-direct).

## 6. Procurement Resources

There are three main resources available for procurement concerns:

- o PTACs (Procurement Technical Assistance Centers): PTACs provide assistance to businesses that want to sell products and services to federal, state, and/or local government. To find a PTAC in your state, go to [www.dla.mil/db/procurem.htm](http://www.dla.mil/db/procurem.htm).
- o PCRs (Procurement Center Representatives) and CMRs (Commercial Marketing Representatives): PCRs work to increase the small business share of federal procurement awards. CMRs offer many services to small businesses, including counseling on how to obtain subcontracts. To find a PCR or CMR near you, go to [www.sba.gov/sba-direct](http://www.sba.gov/sba-direct).

## Additional Online Resources

- **Department of Defense** (The DoD is the largest purchaser of goods from small businesses): [www.acq.osd.mil/sadbu](http://www.acq.osd.mil/sadbu)
- **Office of Federal Procurement Policy:** [www.whitehouse.gov/omb/procurement](http://www.whitehouse.gov/omb/procurement)
- **Acquisition Forecast:** [www.acquisition.gov/comp/procurement\\_forecasts/index.html](http://www.acquisition.gov/comp/procurement_forecasts/index.html)
- **Federal Supply Schedule (FSS):** [www.gsa.gov](http://www.gsa.gov)
- **GSA Center for Acquisition Excellence:** [www.gsa.gov/portal/content/103487](http://www.gsa.gov/portal/content/103487)

**8(a):** The 8(a) Business Development Program assists eligible socially and economically disadvantaged individuals develop and grow their business. There is a federal government-wide goal of awarding at least 5 percent of contracting dollars to small disadvantaged businesses (SDBs); and firms approved into the 8(a) BD program are automatically certified as an SDB. Businesses that usually have been in existence for at least two years may be eligible for the nine-year program that includes counseling, training, and potential federal procurement opportunities.

### CCR (Central Contractor Registration):

The CCR is an online government-maintained database of companies wanting to do business with the federal government. Agencies search this database for prospective vendors. To register with the CCR, go to [www.ccr.gov](http://www.ccr.gov).

### FAR (Federal Acquisition Regulations):

The FAR is the book of official acquisition regulations by which government programs are defined and federal agencies determine the awarding of contracts. To view the complete FAR, go to [www.acquisition.gov/far](http://www.acquisition.gov/far).

### GCBD (Government Contracting and Business Development):

The Office of Government Contracting and Business Development is an office within SBA that aims to enhance the effectiveness of small business programs by developing policies, regulations, and statutory changes. Please refer to the official website at [www.sba.gov/contracting](http://www.sba.gov/contracting).

### HUBZone (Historically Underutilized Business Zone):

HUBZones are SBA-designated geographic regions that have been historically underutilized. There is a federal government-wide goal of awarding at least 3 percent of contracting dollars to small businesses in HUBZones. In order to be eligible for the HUBZone program, businesses must have their headquarters located in a HUBZone and 35 percent of their employees must reside in a HUBZone.

### NAICS (North American Industry Classification):

NAICS codes are six-digit numbers that are used to classify the industry a particular business occupies. You will need at least one NAICS code to complete your

registration, but be sure to list as many as apply. You may also add or change NAICS codes at any time. To find your NAICS code, visit [www.census.gov/eos/www/naics/index.html](http://www.census.gov/eos/www/naics/index.html).

### Mentor Protégé Program:

The SBA-sponsored Mentor Protégé Program is a subset of the 8(a) Business Development program. Mentor firms are paired with protégé firms to provide managerial and technical assistance to compete successfully for federal contracts. For more information, go to [www.sba.gov/8a](http://www.sba.gov/8a).

### Service-Disabled Veteran-Owned:

The Service-Disabled Veteran-Owned Small Business program is a subset of the Veteran-Owned Small Business program, and has a federal government-wide goal of awarding at least 3 percent of prime and subcontracting dollars to Service-Disabled Veteran-Owned Small Businesses each year.

### SIC (Standard Industrial Classification):

SIC codes are four-digit numbers that are used to classify the industry a particular business occupies. While NAICS codes have largely replaced SIC codes, you will still need to provide your SIC code. SIC codes can be found at [www.osha.gov/pls/imis/sicsearch.html](http://www.osha.gov/pls/imis/sicsearch.html).

**Veteran-Owned:** A veteran-owned small business is defined as one that is at least 51 percent owned and controlled by one or more veterans; or, in the case of any publicly owned business, at least 51 percent of the stock is owned by one or more veterans and whose management and daily business operations are controlled by one or more veterans. For more information, go to [www.sba.gov/vets](http://www.sba.gov/vets).

**Women-Owned:** A woman-owned small business is defined as one that is at least 51 percent owned and controlled by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock is owned by one or more women and whose management and daily business operations are controlled by one or more women. There is a federal goal of awarding at least 5 percent of contracting dollars to women-owned small businesses each year. For more information, go to [www.sba.gov/wosb](http://www.sba.gov/wosb).

# DISASTER RECOVERY & DISASTER ASSISTANCE

## Knowing the Types of Assistance Available for Recovery



**T**he disaster program is SBA's largest direct loan program, and the only SBA program for entities other than small businesses. SBA is responsible for providing affordable, timely and accessible financial assistance to homeowners, renters, businesses of all sizes and private, nonprofit organizations following declared disasters. By law, governmental units and agricultural enterprises are ineligible.

The SBA is authorized by the Small Business Act to make two types of disaster loans:

### Physical Disaster Loans

Physical Disaster Loans are the primary source of funding for permanent rebuilding and replacement of uninsured or underinsured disaster-caused damages to privately-owned real and/or personal property. SBA's physical disaster loans are available to homeowners, renters, businesses of all sizes and private nonprofit organizations of all sizes. A homeowner may apply for a loan of up to \$200,000 to repair or replace the primary residence to its pre-disaster condition. Homeowners or renters may apply for a loan up to \$40,000 to help repair or replace personal property, such as clothing, furniture or automobiles, lost in the disaster. Businesses and private, nonprofit organizations of any size may apply for a loan up to \$2 million (actual loan amounts are based on the amount of uncompensated damage) to repair or replace real property, machinery, equipment, fixtures, inventory and leasehold improvements.

### Economic Injury Disaster Loans

Economic injury disaster loans provide the necessary working capital after a declared disaster until normal operations resume. The law restricts economic

injury disaster loans to small businesses, small agricultural cooperatives and private nonprofit organizations of all sizes. The loan limit for economic injury, as a direct result of the disaster event, is \$2 million. These working capital loans are intended to be made to entities without credit elsewhere, as determined by SBA, to help pay ordinary and necessary operating expenses that would have been payable barring the disaster event. The limit for physical and EIDL loans combined is \$2 million.

**Military Reservists Economic Injury Disaster Loans**, a type of economic injury loan, are available for up to \$2 million to assist eligible small businesses meet their ordinary and necessary operating expenses that they could have met, but are unable to meet, because an essential employee was "called up" to active duty in his/her role as a military reservist. These loans are intended to provide only the amount of working capital needed by a small business to pay its necessary obligations as they mature until operations return to normal after the essential employee is released from active military duty.

For all disaster loans, SBA can only approve loans to applicants having a credit history acceptable to SBA and who also show the ability to repay the loans. The terms of each loan are established in accordance with each borrower's ability to repay. The law gives SBA several powerful tools to make disaster loans affordable: low-interest rates (around 4 percent), long-terms (up to 30 years), and refinancing of prior liens (in some cases). As required by law, the interest rate for each loan is based on SBA's determination of whether each applicant does or does not have credit available elsewhere (the ability to borrow or use their own resources to overcome the disaster).

More information on all of SBA's disaster assistance programs, including information for military reservists, is available at [www.sba.gov/disaster](http://www.sba.gov/disaster).

### Disaster Preparedness

For small businesses, surviving a disaster doesn't begin with clearing the debris and returning to work.

Surviving begins long before the disaster strikes, or before active-duty orders are received – with proper planning. Your planning should include insurance coverage, emergency power, protection of company records, fire safety, medical emergencies, taking care of your employees and continuity planning – how your business will continue during and after the emergency or disaster.

Starting is as easy as clicking on the SBA's Web site at [www.sba.gov/prepare](http://www.sba.gov/prepare). The site includes a wealth of information on the SBA's disaster recovery programs for homeowners, renters, businesses of all sizes and private, nonprofit organizations. There are articles on emergency planning for disasters, descriptions of SBA's programs, and links to government and industry Web sites with great planning information.

Additionally, to help small businesses with their preparedness planning, SBA has teamed up with Agility Recovery Solutions to encourage small businesses to take the necessary steps to protect their employees, important records and their business assets. SBA and Agility have partnered to provide an educational tool for small business owners via the Prepare My Business Web site ([www.preparemybusiness.org](http://www.preparemybusiness.org)).

As small businesses are leading America's economic recovery, many of them are investing time and money into their plans to grow and create jobs. Developing a strong disaster preparedness plan should be a critical and integral piece of those efforts. Planning for a disaster is the best way of limiting its effects.

### Other helpful sites include:

Department of Homeland Security (DHS) and the Federal Emergency Management Agency (FEMA) - [www.ready.gov](http://www.ready.gov)

Red Cross Ready Rating Program - [www.readyrating.org](http://www.readyrating.org) and [www.redcross.org](http://www.redcross.org)

# ADVOCACY WATCHING OUT FOR YOU

The SBA is Your Voice in Washington



## OFFICE OF ADVOCACY

The SBA's Office of Advocacy, the "small business watchdog" of the government, examines the role and status of small business in the economy and independently represents the views of small business to federal agencies, Congress, the President and federal appellate courts as friends of the court. Advocacy compiles and interprets statistics on small business and is the primary entity within the federal government to disseminate small business data.

Headed by the Chief Counsel for Advocacy, the office also funds outside research of small business issues and produces numerous publications to inform policy makers about the important role of small business in the economy and the impact of government policies on small business. In addition, the office monitors federal agency compliance with the Regulatory Flexibility Act – the law that requires agencies to analyze the impact of their proposed regulations on small entities (including small businesses, small governmental jurisdictions and small

nonprofit organizations), and consider regulatory alternatives that minimize the economic burden on small entities.

Advocacy's mission is enhanced by a team of regional advocates, located in the SBA's 10 regions. They are Advocacy's direct link to small business owners, state and local government entities, and organizations that support the interests of small entities. The regional advocates help identify regulatory concerns of small business by monitoring the impact of federal and state policies at the grassroots level.

Learn more about the Office of Advocacy at [www.sba.gov/advo](http://www.sba.gov/advo).

## OFFICE OF THE NATIONAL OMBUDSMAN

If excessive fines, penalties or unfair regulatory enforcement by federal agencies are problems for your small business, you have a voice in Washington, D.C., through the SBA's Office of the National Ombudsman.

The Ombudsman receives comments regarding federal regulatory enforcement from small business owners, nonprofit organizations and

small government entities. Comments are forwarded to federal agencies for review, and in some cases fines may be lowered or eliminated and decisions changed in favor of the small business owners. Each year the National Ombudsman files a report with the U.S. Congress on the responsiveness of federal agencies regarding their actions of regulatory and compliance enforcement on small businesses.

To request help, send the National Ombudsman a complete Federal Agency Comment Form. You may do this by fax at 202-481-5719; online at the Ombudsman's Web page [www.sba.gov/ombudsman](http://www.sba.gov/ombudsman); or by mail at 409 Third Street S.W., Mail Code 2120, Washington, DC 20416.

The Ombudsman also coordinates 10 Regional Regulatory Fairness Boards which meet regularly to receive comments about federal regulations affecting small businesses.

Learn more about the National Ombudsman from the Web site above or call 888-REG-FAIR.



# OTHER ASSISTANCE

## OTHER ASSISTANCE IN EASTERN PENNSYLVANIA

### Economic Development Organizations and Other Associations

#### PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT (DCED)

The goal of DCED is to foster opportunities for PA businesses and communities to succeed and thrive in a global economy.  
400 North St., 4th Fl.  
Commonwealth Keystone Bldg.  
Harrisburg, PA 17120  
866-466-3972  
[www.newpa.com](http://www.newpa.com)

#### PENNSYLVANIA DOWNTOWN CENTER

Provides outreach, technical assistance, and educational services to communities interested in the revitalization of their central business districts and surrounding residential neighborhoods.  
Bill Fontana, Executive Director  
130 Locust St.  
Harrisburg, PA 17101  
717-233-4675  
[www.padowntown.org](http://www.padowntown.org)

#### PENNSYLVANIA ECONOMIC DEVELOPMENT ASSOCIATION (PEDA)

A statewide association comprised of local, state, corporate, and non-profit development professionals.  
Robert Blair, President  
908 N. 2nd St.  
Harrisburg, PA 17102  
717-441-6047  
[www.peda.org](http://www.peda.org)

#### PENNSYLVANIA INDUSTRIAL DEVELOPMENT AUTHORITY (PIDA)

Offers low-interest loan financing through Industrial Development Corporations for land and building acquisition, construction, and renovation.  
400 North St., 4th Fl.  
Commonwealth Keystone Bldg.  
Harrisburg, PA 17120  
717-787-6245  
[www.newpa.com](http://www.newpa.com)

#### PENNSYLVANIA MANUFACTURERS' ASSOCIATION

Advocates for the manufacturing industry in Pennsylvania through communication with state legislators and officials.  
Frederick W. Anton, III, President and CEO  
225 State St.  
Harrisburg, PA 17101  
717-232-0737  
[www.pamanufacturers.org](http://www.pamanufacturers.org)

#### PENNSYLVANIA OPEN FOR BUSINESS

Offers entrepreneurs access to business resources and important forms necessary to start and expand a business through a website.  
[www.paopen4business.state.pa.us](http://www.paopen4business.state.pa.us)

#### PENNSYLVANIA TOURISM AND LODGING ASSOCIATION

Leading trade association for the hospitality and tourism industries in Pennsylvania.  
James Miles, Chairman  
128 Walnut St.  
Harrisburg, PA 17101  
717-232-8880  
[www.patourism.org](http://www.patourism.org)

#### TEAM PENNSYLVANIA FOUNDATION

A dynamic partnership between the public and private sectors that initiates and supports innovative programs to improve PA's competitiveness and economic prosperity.  
Rich Hudic, President and CEO  
100 Pine St., 9th Fl.  
Harrisburg, PA 17101  
717-233-1375  
[www.teampa.com](http://www.teampa.com)

#### WOMEN'S BUSINESS ENTERPRISE NATIONAL COUNCIL

Dedicated to enhancing opportunities for women's business enterprises and provides a range of services and resource tools to women-owned businesses.  
Cheryl Stevens, Chair  
1120 Connecticut Ave. N.W., Ste. 1000  
Washington, DC 20036  
202-872-5515  
[www.wbenc.org](http://www.wbenc.org)

### Government Assistance

#### DEPARTMENT OF COMMERCE

The historic mission of the Department is "to foster, promote, and develop the foreign and domestic commerce" of the United States. This has evolved, as a result of legislative and administrative additions, to encompass broadly the responsibility to foster, serve, and promote the Nation's economic development and technological advancement.  
Otto Wolff, Acting Secretary  
1401 Constitution Ave. N.W.  
Washington, DC 20230  
202-482-2000  
[www.commerce.gov](http://www.commerce.gov)

#### DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)

HUD's mission is to increase homeownership, support community development and increase access to affordable housing free from discrimination. To fulfill this mission, HUD will embrace high standards of ethics, management and accountability and forge new partnerships--particularly with faith-based and community organizations--that leverage resources and improve HUD's ability to be effective on the community level.  
Shaun Donovan, Secretary  
451 7th St. S.W.  
Washington, DC 20410  
202-708-1112  
[www.hud.gov](http://www.hud.gov)

#### EPA REGION III BUSINESS ASSISTANCE CENTER

Offers convenient answers to help small businesses cut through the red tape of regulatory requirements and to explore new options in eliminating waste and improving competitiveness.  
David Byro  
EPA Region 3 (3EA40)  
1650 Arch St.  
Philadelphia, PA 19103  
215-814-5140  
[www.epa.gov/region03/sbac](http://www.epa.gov/region03/sbac)

#### FEDERAL TRADE COMMISSION

The FTC deals with issues that touch the economic life of every American. It is the only federal agency with both consumer protection and competition jurisdiction in broad sectors of the economy. The FTC pursues vigorous and effective law enforcement; advances consumers' interests by sharing its expertise with federal and state legislatures and U.S. and international government agencies; develops policy and research tools through hearings, workshops, and conferences; and creates practical and plain-language educational programs for consumers and businesses in a global marketplace with constantly changing technologies.  
Deborah Platt Majoras, Chairman  
Federal Trade Commission  
Consumer Response Center  
600 Pennsylvania Ave. N.W.  
Washington, DC 20580  
877-382-4357  
[www.ftc.gov](http://www.ftc.gov)

#### GOVERNOR'S ACTION TEAM

Dedicated to helping businesses in evaluating Pennsylvania as a site for a facility location or expansion.  
Michael E. Rossman, Director  
Commonwealth Keystone Bldg.  
400 North St., Plaza Level  
Harrisburg, PA 17120  
717-787-8199  
[www.newpa.com](http://www.newpa.com)

#### GRANTS.GOV

Was established as a governmental resource named the E-Grants Initiative, part of the President's 2002 Fiscal Year Management Agenda to improve government services to the public.

#### US DEPARTMENT OF HEALTH AND HUMAN SERVICES

[Grants.gov](http://Grants.gov)  
200 Independence Ave. S.W., HHH Bldg.  
Washington, DC 20201  
[www.grants.gov](http://www.grants.gov)  
Pennsylvania Career Link  
Offers career services to job seekers and employers.  
[www.cwds.state.pa.us](http://www.cwds.state.pa.us)

#### PENNSYLVANIA DEPARTMENT OF AGRICULTURE (PDA)

Encourages, protects, and promotes agriculture and related industries throughout the commonwealth.  
Dennis C. Wolff, Agriculture Secretary  
2301 North Cameron St.  
Harrisburg, PA 17110  
717-787-4737

#### PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL PROTECTION (DEP)

This state agency is responsible for administering the Commonwealth's environmental laws and regulations.  
John Hanger, DEP Secretary  
Rachel Carson State Office Bldg.  
400 Market St.  
Harrisburg, PA 17101  
717-783-2300  
[www.depweb.state.pa.us](http://www.depweb.state.pa.us)

#### PENNSYLVANIA DEPARTMENT OF LABOR AND INDUSTRY

Oversees government benefit programs for workers, enforces laws and safety standards in the workplace, and prepares job seekers for the global workforce through employment and job training services.  
Sandi Vito, Acting Secretary  
Rm. 1700  
7th and Forster Streets  
Harrisburg, PA 17120  
717-787-5279  
[www.dli.state.pa.us](http://www.dli.state.pa.us)

#### PENNSYLVANIA DEPARTMENT OF STATE

Provides the initial infrastructure for economic development through corporate organizations and transactions and operates the Corporation Bureau, which handles business registry in PA.  
Pedro Cortez, Secretary of the Commonwealth  
North Office Bldg.  
Harrisburg, PA 17120  
717-787-6458  
[www.dos.state.pa.us](http://www.dos.state.pa.us)

#### PENNSYLVANIA STATE DATA CENTER

The Commonwealth's official source of demographic and economic data.  
Sue Copella, Director  
777 West Harrisburg Pike  
Middletown, PA 17057  
[www.pasdc.hbg.psu.edu](http://www.pasdc.hbg.psu.edu)

### Technological Assistance Resources

#### BEN FRANKLIN TECHNOLOGY CENTERS

These centers work to strengthen Pennsylvania's entrepreneurial development and technological innovation by delivering resources for technology-driven enterprises.

#### 4 LOCATIONS

##### CENTRAL AND NORTHERN PA (CNP)

Stephen Brawley, President and CEO  
115 Technology Center  
University Park, PA 16802  
814-863-4558  
[www.cnp.benfranklin.org](http://www.cnp.benfranklin.org)

# OTHER ASSISTANCE

## NORTHEASTERN PA (NEP)

R. Chadwick Paul, Jr., President and CEO  
125 Goodman Dr.  
Bethlehem, PA 18015  
610-758-5200  
www.nep.benfranklin.org

## SOUTHEASTERN PA (SEP)

RoseAnn B. Rosenthal, President and CEO  
Building 100 Innovation Center  
4801 South Broad St., Ste. 200  
The Navy Yard  
Philadelphia, PA 19112  
215-972-6700  
www.sep.benfranklin.org

## SOUTHWESTERN PA (IW)

Rich Lunak, President and CEO  
2000 Technology Dr., Ste. 250  
Pittsburgh, PA 15219  
412-681-1520  
www.innovationworks.org

## INDUSTRIAL RESOURCE CENTERS (IRC)

These centers were established to help small and medium-sized manufacturing enterprises respond to changing markets, new technology, and the competitive pressures of today's global economy.

## IRC NETWORK

Lauren Bryson, Statewide Director  
One College Ave., DIF 32  
Williamsport, PA 17701  
570-329-3200  
www.pairc.net

## CATALYST CONNECTION:

2000 Technology Dr.  
Pittsburgh, PA 15219  
888-887-7472  
info@catalystconnection.org  
www.catalystconnection.org

## DVIRC:

2905 Southampton Rd.  
Philadelphia, PA 19154  
215-464-8550  
info@dvirc.org  
www.dvirc.org

## IMC:

One College Ave., DIF 32  
Williamsport, PA 17701  
800-326-9467  
info@imcpa.com  
www.imcpa.com

## MANTEC:

227 W. Market St.  
York, PA 17405  
888-843-5054  
info@mantec.org  
www.mantec.org

## MRC:

125 Goodman Dr.  
Bethlehem, PA 18015  
800-343-6732  
info@mrcpa.org  
www.mrcpa.org

## NEPIRC:

75 Young St.  
Wilkes-Barre, PA 18706  
800-654-8960  
info@nepirc.com  
www.nepirc.com

## NWIRC:

1250 Tower Ln.  
Erie, PA 16505  
814-456-6299  
info@nwirc.org  
www.nwirc.org

## PENNSYLVANIA E-COMMERCE ASSOCIATION

This organization is a non-profit trade association dedicated to promoting e-commerce industry in Pennsylvania and providing a forum for organizations involved in e-commerce.

## PENNSYLVANIA E-COMMERCE ASSOCIATION, INC.

1 South Market Sq., 12th Fl.  
Harrisburg, PA 17101  
717-761-5169  
www.paecomm.org

## PENNSYLVANIA TECHNICAL ASSISTANCE PROGRAM (PENNTAP)

This organization supports technology-based economic development by providing a limited amount of free technology assistance to help resolve specific technical needs.

## PENNSYLVANIA TECHNICAL ASSISTANCE PROGRAM

The Pennsylvania State University  
118 Keller Bldg.  
University Park, PA 16802  
814-865-0427  
www.penntap.psu.edu

## Chambers of Commerce

Chambers of Commerce serve as a central location where the local small business community may obtain information, publications and contact information.

## AFRICAN AMERICAN CHAMBER OF COMMERCE OF PENNSYLVANIA, NEW JERSEY AND DELAWARE

30 S. 16th St., Ground Fl.  
Philadelphia, PA 19102  
215-751-9501 • 215-751-9509 Fax

## CARBON COUNTY CHAMBER OF COMMERCE

110 North Third Street, Suite 216  
Lehigh, PA 18235  
610-379-5000 • 610-379-0130 Fax

## GREATER READING CHAMBER OF COMMERCE AND INDUSTRY

601 Penn St., Ste. 101  
Reading, PA 19601  
610-376-6766 • 610-376-4135 Fax

## BRUSH VALLEY REGIONAL CHAMBER OF COMMERCE

2 E. Arch St., Ste. 313A  
Shamokin, PA 17872  
570-648-4675 • 570-648-0679 Fax

## CENTRAL BRADFORD COUNTY CoC

601 Main St./P.O. Box 146  
Towanda, PA 18848  
570-268-2732 • 570-265-4558 Fax

## CENTRAL BUCKS CoC

Bailiwick Office Campus, Ste. 23  
252 W. Swamp Rd.  
Doylestown, PA 18901  
215-348-3913 • 215-348-7154 Fax

## CENTRAL PA CoC

700 Hepburn St., Ste. 4  
Milton, PA 17847  
570-742-7341 • 570-742-2008 Fax

## CHESTER COUNTY CHAMBER OF BUSINESS & INDUSTRY

1600 Paoli Pike  
Malvern, PA 19355  
610-725-9100 • 610-725-8479 Fax

## CHESTER COUNTY WOMEN

P.O. Box 389  
Kennett Square, PA 19348  
610-453-7215 • 610-444-8315 Fax

## CLINTON COUNTY ECONOMIC PARTNERSHIP

212 N. Jay St.  
Lock Haven, PA 17745  
570-748-5782 • 570-893-0433 Fax

## COLUMBIA MONTOUR CoC

238 Market St.  
Bloomsburg, PA 17815  
570-784-2522 • 570-784-2661 Fax

## BERWICK SATELLITE OFFICE OF THE COLUMBIA MONTOUR

CHAMBER OF COMMERCE  
206 Mulberry St.  
Berwick, PA 18603  
570-752-3601 • 570-752-3602 Fax

## DANVILLE BUSINESS ALLIANCE

316 Mill St., Ste. B  
Danville, PA 17821  
570-279-4254 • 570-244-2636 Fax

## DELAWARE COUNTY CoC

602 E. Baltimore Pike  
Media, PA 19063  
610-565-3677 • 610-565-1606 Fax

## DOWNTOWN AREA CoC

38 W. Lancaster Ave.  
Downingtown, PA 19335  
610-269-1523 • 610-269-8713 Fax

## EASTERN MONTGOMERY COUNTY CoC

436 Old York Rd.  
Jenkintown, PA 19046  
215-887-5122

## ELIZABETHTOWN CoC

29 S. Market St., Ste. 101  
Elizabethtown, PA 17022  
717-361-7188 • 717-361-7666 Fax

## EPHRATA AREA CoC

16 E. Main St., Ste. 1  
Ephrata, PA 17522  
717-738-9010 • 717-738-9012 Fax

## EXTON REGION CoC

967 E. Swedesford Rd., Ste. 409  
Exton, PA 19341  
610-363-7746 • 610-644-2370 Fax

## FREELAND CoC

P.O. Box 31  
Freeland, PA 18224  
570-636-0670 • 570-636-2446 Fax

## FULTON COUNTY CoC

201 Lincoln Way W., Ste. 101  
McConnellsburg, PA 17233  
717-485-4064 • 717-485-0322 Fax

## GETTYSBURG-ADAMS COUNTY CoC

18 Carlisle St., Ste. 203  
Gettysburg, PA 17325  
717-334-8151 • 717-334-3368 Fax

## GREAT VALLEY REGIONAL CoC

5 Great Valley Pkwy., Ste. 225  
Malvern, PA 19355  
610-889-2069 • 610-889-2063 Fax

## GREATER CARBONDALE AREA CoC

27 N. Main St.  
Carbondale, PA 18407  
570-282-1690 • 570-282-1206 Fax

## GREATER CARLISLE AREA CoC

212 N. Hanover St.  
Carlisle, PA 17013  
717-243-4515 • 717-243-4446 Fax

## GREATER CHAMBERSBURG CoC

100 Lincoln Way E., Ste. A  
Chambersburg, PA 17201  
717-264-7101 • 717-267-0399 Fax

## GREATER GLENSIDE CoC

452 N. Easton Rd.  
Glenside, PA 19038  
215-887-3110

## GREATER HAZLETON CoC

Citiscap  
20 W. Broad St.  
Hazleton, PA 18201  
570-455-1509 • 570-450-2013 Fax

## GREATER HUNTINGDON CoC

500 Allegheny St.  
Huntingdon, PA 16652  
814-643-1110 • 814-643-1115 Fax

## GREATER LEHIGH VALLEY CoC

840 Hamilton St., Ste. 205  
Allentown, PA 18101  
610-841-5806 • 610-437-4907 Fax

# OTHER ASSISTANCE

## GREATER MANSFIELD AREA CoC

51B S. Main St.  
Mansfield, PA 16933  
570-662-3442

## GREATER NORTHEAST CoC

P.O. Box 3893  
Scranton, PA 18505  
570-457-1130 • 570-457-2495 Fax

## GREATER NORTHEAST PHILADELPHIA CoC

8601 Roosevelt Blvd.  
Philadelphia, PA 19152  
215-332-3400 • 215-332-6050 Fax

## GREATER PHILADELPHIA CoC

200 S. Broad St., Ste. 700  
Philadelphia, PA 19102  
215-545-1234 • 215-790-3600 Fax

## GREATER PHILADELPHIA HISPANIC CoC

200 S. Broad St., Ste. 700  
Philadelphia, PA 19102  
215-790-3723 • 215-790-3601 Fax

## GREATER PITTSBURGH CoC

104 Kennedy Blvd.  
Pittsburgh, PA 15204  
570-655-1424 • 570-655-0336 Fax

## GREATER POCONO CoC

556 Main St.  
Stroudsburg, PA 18360  
570-421-4433 • 570-424-7281 Fax

## GREATER SCRANTON CoC

222 Mulberry St.  
Scranton, PA 18501-0431  
570-342-7711 • 570-347-6262 Fax

## GREATER SUSQUEHANNA VALLEY CoC

2859 Susquehanna Tr./ P.O. Box 10  
Rtes. 11 & 15  
Shamokin Dam, PA 17876  
570-743-4100 • 570-743-1221 Fax

## GREATER WAYNESBORO AREA CoC

5 Roadside Ave.  
Waynesboro, PA 17268  
717-762-7123 • 717-762-7124 Fax

## GREATER WEST CHESTER CoC

119 N. High St.  
West Chester, PA 19380  
610-696-4046 • 610-696-9110 Fax

## GREATER WILKES BARRE CoC

2 Public Sq.  
Wilkes Barre, PA 18710  
570-823-2101 • 570-822-5951 Fax

## GREENCASTLE-ANTRIM CoC

217 E. Baltimore St.  
Greencastle, PA 17225  
717-597-4610 • 717-597-0709 Fax

## HANOVER AREA CoC

146 Carlisle St.  
Hanover, PA 17331  
717-637-6130 • 717-637-9127 Fax

## HARRISBURG REGIONAL CoC

3211 N. Front St., Ste. 201  
Harrisburg, PA 17110  
717-213-5020 • 717-232-5184 Fax

## HATFIELD CoC

P.O. Box 445  
Hatfield, PA 19440  
215-855-3335 • 215-855-3335 Fax

## HAWLEY-LAKE WALLENPAUPACK CoC

P.O. Box 150, Rte. 6  
Hawley, PA 18428  
570-226-3191 • 570-226-9387 Fax

## HELLERTOWN-LOWER SAUCON CoC

840 Hamilton St., Ste. 205  
Allentown, PA 18101  
610-841-5806 • 610-437-4907 Fax

## INDIAN VALLEY CoC

100 Penn Ave.  
Telford, PA 18969  
215-723-9472 • 215-723-2490 Fax

## JUNIATA VALLEY AREA CoC

The Historic Court House  
1 W. Market St.  
Lewistown, PA 17044  
717-248-6713 • 717-248-6714 Fax

## LANCASTER CoC & INDUSTRY

Southern Market Center  
100 S. Queen St.  
Lancaster, PA 17603  
717-397-3531 • 717-293-3159 Fax

## LEBANON VALLEY CoC

728 Walnut St./P.O. Box 899  
Lebanon, PA 17042-0899  
717-273-3727 • 717-273-7940 Fax

## LEHIGH VALLEY AFRICAN AMERICAN CoC

931 Hamilton St., 2nd Fl.  
Allentown, PA 18101  
610-433-8929 • 610-433-9165 Fax

## LEHIGHTON AREA CoC

110 N. 3rd St., Ste. 217  
Lehigh, PA 18235  
610-377-2191

## LOWER BUCKS COUNTY CoC

409 Hood Blvd.  
Fairless Hills, PA 19030  
215-943-7400 • 215-943-7404 Fax

## MAHANOEY AREA CoC

87 Lower St.  
Mahanoy City, PA 17948  
570-773-0508

## MAIN LINE CoC

175 Strafford Ave., Ste. 130  
Wayne, PA 19087  
610-687-6232 • 610-687-8085 Fax

## MECHANICSBURG CoC

6 W. Strawberry Alley  
Mechanicsburg, PA 17055  
717-796-0811 • 717-796-1977 Fax

## MONTGOMERY COUNTY CoC

P.O. Box 200  
Eagleville, PA 19408  
610-277-9500 • 610-275-0473 Fax

## MOUNT JOY AREA CoC

15 Marietta Ave.  
Mount Joy, PA 17552  
717-653-0773 • 717-653-0773 Fax

## MOUNT UNION AREA CoC

P.O. Box 12  
Mount Union, PA 17066  
814-542-9413

## NANTICOKE AREA CoC

Market Street Plaza  
Nanticoke, PA 18634  
570-735-6990 • 570-735-6990 Fax

## NAZARETH AREA CoC

201 N. Main St.  
Nazareth, PA 18064  
610-759-9188 • 610-759-5262 Fax

## NATIONAL FEDERATION OF INDEPENDENT BUSINESS (NFIB)

116 Pine St., Ste. 204  
Harrisburg, PA 17101  
717-232-8582

## PENN SUBURBAN CoC

229 S. Broad St.  
Lansdale, PA 19446  
215-362-9200 • 215-362-0393 Fax

## NORTHAMPTON AREA CoC

840 Hamilton St., Ste. 205  
Allentown, PA 18101  
610-841-5806 • 610-437-4907 Fax

## NORTHEAST BERKS CoC

110 W. Main St.  
Kutztown, PA 19530  
610-683-8860 • 610-683-8544 Fax

## PENNRIDGE CoC

538 W. Market St.  
Perkasie, PA 18944  
215-257-5390 • 215-257-6840 Fax

## PENNSYLVANIA CHAMBER OF BUSINESS & INDUSTRY

417 Walnut St.  
Harrisburg, PA 17101  
717-255-3252 • 717-255-3298 Fax

## PERKIOMEN VALLEY CoC

351 E. Main St.  
Collegeville, PA 19426  
610-489-6660 • 610-454-1270 Fax

## PHOENIXVILLE AREA CoC

171 E. Bridge St.  
Phoenixville, PA 19460  
610-344-6910 • 610-344-6919 Fax

## PIKE COUNTY CoC

109 E. Harford St.  
Milford, PA 18337  
570-296-8700 • 570-296-3921 Fax

## SCHUYLKILL CoC

91 S. Progress Ave.  
Pottsville, PA 17901  
570-622-1942 • 570-622-1638 Fax

## SHIPPENSBURG AREA CoC

53 W. King St.  
Shippensburg, PA 17257  
717-532-5509 • 717-532-7501 Fax

## SLATE BELT CoC

856 W. Pennsylvania Ave.  
Pen Argyl, PA 18072  
610-863-0315 • 610-863-0315 Fax

## SMC BUSINESS COUNCILS

1017 Mumma Rd., Ste. 204  
Wormleysburg, PA 17043  
717-761-1660 • 717-761-2550 Fax

## SOUTHERN CHESTER COUNTY CoC

217 W. State St.  
Kennett Square, PA 19348  
610-444-0774 • 610-444-5105 Fax

## SOUTHERN LANCASTER COUNTY CoC

P.O. Box 24  
Quarryville, PA 17566  
717-786-1911

## SOUTHERN WAYNE REGIONAL CoC

P.O. Box 296  
Hamlin, PA 18427  
570-689-4199 • 570-689-4391 Fax

## SPRING-FORD CoC

P.O. Box 26  
Royersford, PA 19468  
610-948-1771 • 610-948-1783 Fax

## SULLIVAN COUNTY CoC

Maplewood Shoppes  
1240 Rte. 220  
Muncy Valley, PA 17758  
570-482-4088 • 570-946-4421 Fax

## SUSQUEHANNA VALLEY CoC

445 Linden St.  
Columbia, PA 17512  
717-684-5249 • 717-684-5142 Fax

## TRI-COUNTY AREA CoC

152 High St., Ste. 360  
Pottstown, PA 19464  
610-326-2900 • 610-970-9705 Fax

## UPPER BUCKS CoC

2170 Portzer Rd.  
Quakertown, PA 18951  
215-536-3211 • 215-536-7767 Fax

## UPPER PERKIOMEN VALLEY CoC

300 Main St.  
East Greenville, PA 18041  
215-679-3336 • 215-679-2624 Fax

## WAYNE COUNTY CoC

32 Commercial St.  
Honesdale, PA 18431  
570-253-1960 • 570-253-1517 Fax



# OTHER ASSISTANCE

## WELLSBORO AREA CoC

P.O. Box 733  
Wellsboro, PA 16901  
570-724-1926 • 570-724-5084 Fax

## WEST SHORE CoC

4211 Trindle Rd.  
Camp Hill, PA 17011  
717-761-0702 • 717-761-4315 Fax

## WESTERN CHESTER COUNTY CoC

50 S.1st Ave., Ste. 128  
Coatesville, PA 19320  
610-384-9550 • 610-384-9550 Fax

## WHITEHALL CoC

P.O. Box 225  
Whitehall, PA 18052  
610-432-4130 • 610-432-2231 Fax

## WILLIAMSPORT/LYCOMING CoC

100 W. 3rd St.  
Williamsport, PA 17701  
570-326-1971 • 570-321-1208 Fax

## WYOMING COUNTY CoC

81 B Warren St.  
Tunkhannock, PA 18657  
570-836-7755 • 570-836-6049 Fax

## YORK COUNTY CoC

96 S. George St.  
York, PA 17401  
717-848-4000 • 717-843-6737 Fax

# TOP LENDERS

## Participating SBA Lenders

### 3RD FEDERAL BANK

60 N. Main St.  
Doylestown, PA 18901  
215-340-6466

### ABACUS FEDERAL SAVINGS BANK

147-151 N. 10th St.  
Philadelphia, PA 19107  
215-627-9200

### ADAMS COUNTY NATIONAL BANK

675 Old Harrisburg Rd.  
Gettysburg, PA 17325  
717-334-3161

### ADVANCE BANK

5228 Chestnut St.  
Philadelphia, PA 19139  
215-472-4545

### AFFINITY BANK OF PENNSYLVANIA

1310 Broadcasting Rd.  
Wyomissing, PA 19610  
610-898-7700

### AGCHOICE FARM CREDIT

900 Bent Creek Blvd  
Mechanicsburg, PA 17050  
800-349-3568

### ALLEGIANCE BANK OF NORTH AMERICA

1 Belmont Ave., Ste. 105  
Bala Cynwyd, PA 19004  
610-949-0761

### ALLIANCE BANK

541 Lawrence Rd.  
Broomall, PA 19008  
610-359-6905

### AMERICAN BANK

4029 W. Tilghman St.  
Allentown, PA 18104  
610-973-8120

### AMERICAN HERITAGE FCU

2060 Red Lion Rd.  
Philadelphia, PA 19115  
215-969-2917

### AMERICHoice FCU

2175 Bumble Bee Hollow Rd.  
Mechanicsburg, PA 17055  
717-591-1264

### ASIAN BANK (CLP)

913 Arch St.  
Philadelphia, PA 19107  
215-238-1647

### BANCO POPULAR (PLP,EXPRESS)

5744 Berkshire Valley Rd., Ste. 183  
Oak Ridge, NJ 07438  
973-729-0043

### THE BANCORP BANK (PLP, CLP, EXPRESS)

1818 Market St., 28th Fl.  
Philadelphia, PA 19103  
215-861-7800

### THE BANCORP BANK

1818 Market St., 28th Fl.  
Philadelphia, PA 19103  
215-861-7800

### BANK OF AMERICA (CLP,PLP,EXPRESS)

301 Carnegie Center  
Princeton, NJ 08540  
609-520-6468

### BANK OF LANDISBURG

Hwy. 850/P.O. Box 179  
Landisburg, PA 17040  
717-789-3213

### BELCO COMMUNITY CREDIT UNION

449 Eisenhower Blvd.  
Harrisburg, PA 17111  
800-642-4482 or 717-232-3526

### BNB BANK

250 Fifth Ave.  
New York, NY 10001  
212-689-5292

### BERKSHIRE BANK

1 Hearststone Court  
Reading, PA 19606  
610-743-8073

### BROADWAY NATIONAL BANK

250 Fifth Ave.  
New York, NY 10001  
212-689-5292 ext. 219

### BRYN MAWR TRUST CO.

801 Lancaster Ave.  
Bryn Mawr, PA 19010  
610-581-4924

### BUCKS COUNTY BANK

200 S. Main St.  
Doylestown, PA 18901  
215-589-6205

### BUSINESS LENDERS LLC (CLP,PLP)

15 Lewis St., Ste. 200  
Hartford, CT 06103  
860-244-9202 ext. 118

### CENTRIC BANK

4320 Linglestown Road  
Harrisburg, PA 17112  
717-909-8321

### CHOICE ONE FEDERAL CREDIT UNION

101 Hazle St.  
Wilkes-Barre, PA 18702  
570-823-7676

### CITIBANK, N.A.

Montgomeryville Financial Ctr.  
776 Bethlehem Pike  
Montgomeryville, PA 18936  
215-361-4265

### CIT SMALL BUSINESS LENDING CORP. (CLP,PLP)

4387 Swamp Rd./PMB 247  
Doylestown, PA 18902  
215-345-8520

### CITIZENS BANK OF PA (PLP,EXPRESS)

3025 Chemical Rd.  
Plymouth Meeting, PA  
610-941-8413 • 610-941-8438 F

### CITIZENS & NORTHERN BANK

90 Main St.  
Wellsboro, PA 16901  
570-724-0291

### CITIZENS TRUST COMPANY (EXPRESS)

10 N. Main St.  
Coudersport, PA 16915  
814-274-9150

### COMERICA BANK (PLP)

1900 W. Loop S., Ste. 220  
Houston, TX 77027  
713-888-2660

### COMMERCE BANK, N.A./PA (CLP,PLP,EXPRESS)

GCC, 3220 Tillman Dr., Ste. 407  
Bensalem, PA 19020  
215-604-6239

### COMMUNITY BANK & TRUST CO. (PLP)

125 N. State St.  
Clarks Summit, PA 18411  
570-587-3421 ext. 361

### COMMUNITY BANKS

16576 Susquehanna Tr. S.  
New Freedom, PA 17349  
800-507-9192 ext. 6411

### COMMUNITY FIRST FUND

30 W. Orange St.  
Lancaster, PA 17603  
717-393-2351

### COMMUNITY STATE BANK OF ORBISONIA

Elliott and Ridgely Sts.  
Orbisonia, PA 17243  
814-447-5552

### CONESTOGA BANK (CLP,PLP,EXPRESS)

213 W. Street Rd.  
Feasterville, PA 19053  
610-321-6090

### CONTINENTAL BANK

620 W. Germantown Pike, Ste. 350  
Plymouth Meeting, PA 19462  
610-684-4200

### CROSS VALLEY FEDERAL CREDIT UNION

640 Baltimore Dr.  
Wilkes-Barre, PA 18702  
570-823-6836

### DIME BANK, THE

820-822 Church St.  
Honesdale, PA 18431  
570-253-1970

### DNB FIRST

4 Brandywine Ave.  
Downingtown, PA 19335  
484-359-3654

### EAGLE NATIONAL BANK (CLP,PLP)

789 E. Lancaster Ave., Ste. 210  
Villanova, PA 19085  
484-455-2853

### EAST COAST BUSINESS LENDERS, LLC

1301 Parkway Ave.  
Ewing, NJ 08628  
609-538-4061

### EAST PENN BANK

731 Chestnut St.  
Emmaus, PA 18049  
610-966-3264

### EAST RIVER BANK

4341 Ridge Ave.  
Philadelphia, PA 19129  
267-295-6448

### FARMERS & MERCHANTS TRUST CO.

20 S. Main St.  
Chambersburg, PA 17201  
717-264-6116

### FIDELITY DEPOSIT & DISCOUNT BANK (CLP,PLP)

Drinker & Blakely St.  
Dunmore, PA 18512  
570-348-4370

### FIDELITY S&L ASSOCIATION OF BUCKS COUNTY

237 Radcliffe St.  
Bristol, PA 19007  
215-788-0448

<b>FIRST CAPITAL FCU</b> 1601 Kenneth Rd. York, PA 17404 717-767-5551	<b>FIRST NATIONAL BANK OF LIVERPOOL</b> 104 N. Front St. Liverpool, PA 17045 717-444-3714	<b>FIRST STAR BANK (PLP,CLP,EXPRESS)</b> 418 W. Broad St. Bethlehem, PA 18018 610-691-2233	<b>HARLEYSVILLE NATIONAL BANK &amp; TRUST CO.</b> 1801 N. Broad St., Ste. 18 Lansdale, PA 19446 215-256-4501	<b>THE JUNIATA VALLEY BANK</b> 1 S. Main St. Mifflintown, PA 17059 717-436-8211
<b>FIRST CITIZENS NATIONAL BANK</b> 15 S. Main St. Mansfield, PA 16933 570-662-0417	<b>FIRST NATIONAL BANK OF MARYSVILLE</b> 101 Lincoln St. Marysville, PA 17053 717-957-2196	<b>FIRST WESTERN SBLC, INC.</b> 17950 Preston Rd., Ste. 600 Dallas, TX 75252 972-349-3218	<b>HARLEYSVILLE SAVINGS BANK</b> 271 Main St. Harleysville, PA 19438 215-256-8828	<b>KEYSTONE NAZARETH BANK &amp; TRUST CO.</b> 90 Highland Ave. Bethlehem, PA 18017 610-861-5000
<b>FIRST COLUMBIA BANK &amp; TRUST CO.</b> 232 E. St. Bloomsburg, PA 17815 570-387-4623	<b>FIRST NATIONAL BANK OF MCCONNELLSBURG</b> 101 Lincolnway W. McConnellsburg, PA 17233 717-485-5909	<b>FIRSTTRUST BANK (CLP,EXPRESS)</b> 15 E. Ridge Pike, Ste. 215 Conshohocken, PA 19428 610-238-5358	<b>HOME LOAN AND INVESTMENT BANK FSB (PLP)</b> One Home Loan Plaza Warwick, RI 02886 401-739-8800	<b>KISH BANK</b> 115 S. Main St. Lewistown, PA 17044 717-242-2500
<b>FIRST COMMONWEALTH BANK (CLP,PLP,EXPRESS)</b> t/a Central Bank/P.O. Box 503 Hollidaysburg, PA 16648 814-696-1475	<b>FIRST NATIONAL BANK OF MIFFLINTOWN</b> P.O. Box 96 Mifflintown, PA 17059 717-436-2144 ext. 21	<b>FLEETWOOD BANK</b> P.O. Box 105 Fleetwood, PA 19522 610-944-7666	<b>HONESDALE NATIONAL BANK</b> 733 Main St. Honesdale, PA 18431 570-253-3355	<b>LAFAYETTE AMBASSADOR BANK (PLP,EXPRESS)</b> 2005 City Line Rd., Ste. 200 Bethlehem, PA 18017 610-332-7179
<b>FIRST COMMONWEALTH FEDERAL CREDIT UNION</b> P.O. Box 20450 Lehigh Valley, PA 18002-0450 610-997-6370	<b>FIRST NATIONAL BANK OF PALMERTON</b> P.O. Box 217 Palmerton, PA 18071 610-826-2239	<b>FNB BANK, N.A.</b> 354 Mill St. Danville, PA 17821 570-275-3740	<b>HOPEWELL VALLEY COMMUNITY BANK</b> 3800 Quakerbridge Rd. Hamilton, NJ 08619 609-586-0600	<b>LANDMARK COMMUNITY BANK</b> 2 S. Main St. Pittston, PA 18640 570-602-4522
<b>FIRST FEDERAL OF BUCKS COUNTY</b> 118 Mill St. Bristol, PA 19007 215-788-3344	<b>FIRST NATIONAL BANK OF PENNSYLVANIA</b> 3320 E. State St. Hermitage, PA 16148 800-555-5455	<b>FRANKLIN MINT FEDERAL CREDIT UNION (EXPRESS)</b> 106 W. Market St. West Chester, PA 19382 610-696-4999	<b>HSBC BANK USA (PLP,EXPRESS)</b> 1027 Arch St. Philadelphia, PA 19107 215-592-7440	<b>LEBANON VALLEY FARMERS BANK</b> 555 Willow St. Lebanon, PA 17042 717-274-6524
<b>FIRST FINANCIAL BANK</b> 100 E. Lancaster Ave. Downingtown, PA 19335 610-269-9700 ext. 3066	<b>THE FIRST NATIONAL BANK OF MERCERSBURG</b> 12 S. Main St. Mercersburg, PA 17236 717-328-3121	<b>FRANKLIN SECURITY BANK</b> 1065 Hwy. 315 Wilkes Barre, PA 18702 570-825-9800	<b>HUNTINGDON VALLEY BANK</b> 650 Louis Dr., Ste. 100 Warminster, PA 18974 267-280-4000	<b>LEESPORT BANK (CLP,PLP,EXPRESS)</b> 1240 Broadcasting Rd. Wyomissing, PA 19610 610-208-0966 ext. 203
<b>FIRST KEYSTONE BANK (PLP)</b> 22 W. State St. Media, PA 19063 610-892-5136	<b>FIRST NATIONAL COMMUNITY BANK</b> 102 E. Drinker St. Dunmore, PA 18512 570-348-4816	<b>FULTON BANK (EXPRESS)</b> 1 Penn Sq. Lancaster, PA 17602 717-291-2594	<b>INDEPENDENCE BANK</b> d/b/a Enterprise Capital, Inc. 1370 S. County Tr. East Greenwich, RI 02818 401-471-6325	<b>LUZERNE BANK</b> 118 Main St. Luzerne, PA 18709 570-288-5483
<b>FIRST KEYSTONE NATIONAL BANK</b> 111W. Front St. Berwick, PA 18603 570-762-3671	<b>FIRST NIAGARA BANK</b> 726 Exchange St., Ste. 900 Buffalo, NY 14210 215-513-2340 ext. 62340	<b>FULTON BANK, GREAT VALLEY DIVISION</b> 210 N. 5th St. Reading, PA 19603 610-376-2873	<b>INNOVATIVE BANK (EXPRESS)</b> 360 14th St. Oakland, CA 94612 800-324-3486	<b>M&amp;T BANK (PLP,EXPRESS)</b> 601 Dresher Rd. Horsham, PA 19044 215-956-7121 • 215-956-7144 F
<b>FIRST LIBERTY BANK &amp; TRUST (CLP)</b> 64 N. Franklin St. Wilkes-Barre, PA 18701-1301 570-821-8555	<b>FIRST PRIORITY BANK</b> 5936 Easton Rd. Pipersville, PA 18947-1828 267-362-1201	<b>FULTON COUNTY NATIONAL BANK &amp; TRUST COMPANY</b> 100 Lincoln Way E. McConnellsburg, PA 17233 717-485-3144	<b>INTERSTATE NET BANK (PLP,EXPRESS)</b> 457 Haddonfield Rd., Ste. 100 Cherry Hill, NJ 08002 856-675-6161 ext. 203	<b>MADISON BANK</b> 1767 Sentry Pkwy. W. Blue Bell, PA 19422 215-641-1111
<b>FIRST NATIONAL BANK OF CHESTER COUNTY</b> 9 N. High St. West Chester, PA 19381 484-881-4220	<b>FIRSTTRUST BANK</b> 15 E. Ridge Pike Conshohocken, PA 19428 610-238-5080	<b>GRAYSTONE BANK</b> 112 Market St. Harrisburg, PA 17101 717-724-2808	<b>JERSEY SHORE STATE BANK</b> 300 Market St. Williamsport, PA 17701 570-322-1111	<b>MALVERN FEDERAL SAVINGS BANK</b> 190 N Pottstown Pike Exton, PA 19341 610-695-3665
<b>FIRST NATIONAL BANK OF FREDERICKSBURG</b> P.O. Box 40 Fredericksburg, PA 17026 717-865-2123 ext. 141	<b>FIRST SAVINGS BANK</b> 219 S. Ninth St./P.O. Box 176 Perkasie, PA 18944 215-257-5035	<b>GREATER BAY BANK, N.A. (PLP,EXPRESS)</b> 60 S. Market St., Ste. 150 San Jose, CA 95113 408-975-6918	<b>JIM THORPE NATIONAL BANK</b> 12 Broadway Jim Thorpe, PA 18229 570-325-3631	<b>MAUCH CHUNK TRUST COMPANY</b> 1111 N. St. Jim Thorpe, PA 18229 570-325-2265
<b>FIRST NATIONAL BANK OF GREENCASTLE</b> Center Square/P.O. Box 8 Greencastle, PA 17225 717-597-6020		<b>GROW AMERICA FUND, INC.</b> 51 E. 42nd St., Ste. 300 New York, NY 10017 212-682-1106	<b>JONESTOWN BANK &amp; TRUST COMPANY</b> 421 E. Penn Ave. Cleona, PA 17042 717-279-8021	<b>MEMBERS 1ST FEDERAL CREDIT UNION</b> 5000 Louise Dr. Mechanicsburg, PA 17055 717-795-5168

## MERCHANTS BANK

1250 Braden Blvd., Ste. 300  
Easton, PA 18040  
484-548-6092

## MERCHANTS NATIONAL BANK OF BANGOR

25 Broadway  
Bangor, PA 18013  
610-588-0981

## METRO BANK

3801 Paxton St.  
Harrisburg, PA 17111  
888-937-0004

## MIDATLANTIC BUSINESS FINANCING COMPANY

1410 N. Crain Hwy., Ste. 5B  
Glen Burnie, MD 21061  
410-863-1600

## MID ATLANTIC FARM CREDIT

411 W. Rosedale Rd.  
Lancaster, PA 17604  
800-477-9947

## MID PENN BANK

4098 Derry St.  
Harrisburg, PA 17110  
717-558-2144

## MIFFLINBURG BANK & TRUST COMPANY

250 E. Chestnut St.  
Mifflinburg, PA 17844  
570-966-7411

## MILESTONE BANK

1980 S. Easton Rd., Ste. 110  
Doylestown, PA 18901  
267-327-4910

## MOREBANK

470 W. Cheltenham Ave.  
Philadelphia, PA 19126  
215-224-6400

## MUNCY BANK AND TRUST COMPANY

2 N. Main St.  
Muncy, PA 17756  
570-546-2211

## NATIONAL PENN BANK (CLP,PLP,EXPRESS)

90 N. Main St.  
Doylestown, PA 18901  
610-369-6283

## NCB FSB

6 Central Row, 4th Fl.  
Hartford, CT 06103  
860-297-0208 ext. 222

## NEW CENTURY BANK

99 Bridge St.  
Phoenixville, PA 19460  
484-923-8819

## NEW TRIPOLI NATIONAL BANK

6748 Madison St.  
New Tripoli, PA 18066  
610-298-8811

## NEWTEK SMALL BUSINESS FINANCE (PLP,EXPRESS)

1440 Broadway, 17th Fl.  
New York, NY 10018  
212-356-9510

## NOVA BANK

1235 Westlakes Dr., Ste. 420  
Berwyn, PA 19312  
610-993-4162

## OMEGA BANK, N.A.

32 E. Market St.  
Lewistown, PA 17044  
717-242-6603

## ORRSTOWN BANK

77 E. King St.  
Shippensburg, PA 17257  
717-530-2610

## PENN BUSINESS CREDIT, INC.

116 W. Market St., 1st Fl.  
West Chester, PA 19382  
610-692-9300

## PENN LIBERTY BANK (CLP,PLP,EXPRESS)

724 W. Lancaster Ave., Ste. 210  
Wayne, PA 19087  
610-535-4522

## PENN SECURITY BANK & TRUST CO.

150 N. Washington Ave.  
Scranton, PA 18503  
570-346-7741 ext. 354

## PENNSTAR BANK

PBFC Ste. 201  
409 Lackawanna Ave.  
Scranton, PA 18503  
570-343-8200

## PENNSYLVANIA STATE BANK (EXPRESS)

91 Cumberland Pkwy.  
Mechanicsburg, PA 17055  
717-796-2671

## PEOPLE FIRST FEDERAL CREDIT UNION

2141 Downyflake Ln.  
Allentown, PA 18103  
610-797-7440 ext. 560

## PEOPLES BANK, A CODORUS VALLEY CO.

P.O. Box 2887  
York, PA 17405  
717-747-1506

## PEOPLES NEIGHBORHOOD BANK OF SUSQ. COUNTY

P.O. Box A  
Hallstead, PA 18822  
570-879-2175

## PEOPLES STATE BANK OF WYALUSING

201 Church St.  
Wyalusing, PA 18853  
570-746-1011

## PHILADELPHIA FEDERAL CREDIT UNION

12800 Townsend Rd.  
Philadelphia, PA 19154  
215-934-4050

## PHOENIXVILLE FEDERAL BANK & TRUST

564 Nutt Rd.  
Phoenixville, PA 19460  
610-933-1000

## PNC BANK (CLP,PLP,EXPRESS)

2 Walnut Grove, Ste. 200  
Horsham, PA 19044  
215-328-2512

## POCONO COMMUNITY BANK

559 Main St.  
Stroudsburg, PA 18360  
570-424-9700

## POCONO COMMUNITY BANK

559 Main St.  
Stroudsburg, PA 18360  
570-424-9700

## PORT RICHMOND SAVINGS

2522 E. Allegheny Ave.  
Philadelphia, PA 19134  
215-634-7000

## PREMIER BANK

379 N. Main St.  
Doylestown, PA 18901  
215-230-3500

## PRUDENTIAL SAVINGS BANK, PASA

19th & Oregon Ave.  
Philadelphia, PA 19145  
215-755-1500

## PUBLIC SAVINGS BANK

2755 Philmont Ave.  
Southampton, PA 18966  
215-839-0100

## QNB BANK (EXPRESS)

P.O.Box 9005  
Quakertown, PA 18951  
215-538-5600 ext. 5657

## RBS CITIZENS, N.A.

480 Jefferson (RJE310)  
Warwick, RI 02886  
401-468-6127

## RELIANCE FEDERAL CREDIT UNION

20102 Valley Forge Cir.  
King of Prussia, PA  
610-783-5229

## REPUBLIC FIRST BANK, D.B.A. REPUBLIC BANK (PLP,CLP,EXPRESS)

Two Liberty Place  
50 S. 16th St., Ste. 2400  
Philadelphia, PA 19102  
888-875-BANK

## RIVERVIEW NATIONAL BANK

200 Front St.  
Marysville, PA 17053  
717-957-1637

## ROYAL ASIAN BANK

418 Oak Lane Rd.  
Philadelphia, PA 19126  
215-424-5100

## ROYAL BANK AMERICA (CLP)

516 E. Lancaster Ave.  
Shillington, PA 19607  
610-777-3300

## SERVICE 1ST FCU

1207 Bloom St.  
Danville, PA 18721-1303  
570-271-6060

## SHARON SAVINGS BANK

9 Chester Pike  
Darby, PA 19023  
610-586-4070

## SHINHAN BANK AMERICA

330 Fifth Ave., 4th Fl.  
New York, NY 10001  
646-843-7300

## SOVEREIGN BANK (CLP,PLP,EXPRESS)

3 Terry Dr.  
Newtown, PA 18940  
215-497-8519

## ST. EDMOND'S FEDERAL SAVINGS BANK

1901 E. Passyunk Ave.  
Philadelphia, PA 19148  
215-468-1700 ext. 240

## STERLING FINANCIAL

101 N. Point Blvd.  
Lancaster, PA 17601  
717-735-5618

## STONEBRIDGE BANK

624 Willowbrook Ln.  
West Chester, PA 19382  
610-719-8200

## SOVEREIGN BANK

One Financial Plaza  
Providence, RI 02903  
401-752-1441

## SUN BANK (CLP,EXPRESS)

90 Maynard St.  
Williamsport, PA 17701  
570-322-2166

## SUN NATIONAL BANK

1720 Rte. 34/P.O. Box 1229  
Wall, NJ 07719  
732-556-2415

## SUSQUEHANNA BANK

159 E. High St./P.O. Box 1090  
Pottstown, PA 19464-0289  
610-970-4044

## SWINEFORD NATIONAL BANK

P.O. Box 241  
Hummels Wharf, PA 17831  
570-743-8509

## TD BANK

121 S. Broad St.  
Philadelphia, PA 19107  
215-282-7334

## TD BANKNORTH (CLP,PLP,EXPRESS)

1 Royal Rd.  
Flemington, NJ 08822  
980-237-4746

## TEXTRON BUSINESS CREDIT, INC.

275 W. Natick Rd.  
Warwick, RI 02886  
401-752-4832

## THIRD FEDERAL SAVINGS BANK (EXPRESS)

3 Penns Trail  
Newtown, PA 18940  
215-579-4600 ext. 1618

## TOBYHANNA FEDERAL CREDIT UNION

880 Schechter Dr.  
Wilkes-Barre, PA 18702  
866-862-9328 ext. 382

## TRUMARK FINANCIAL CREDIT UNION

1000 Northbrook Dr.  
Trevose, PA 19053  
215-396-6347

## THE TURBOTVILLE NATIONAL BANK

4710 S.R. 54  
Turbotville, PA 17772  
570-649-5118

## UNION BANK & TRUST COMPANY

121 N. Progress Ave.  
Pottsville, PA 17901  
570-622-9528

## UNION NATIONAL BANK, MOUNT CARMEL

P.O. Box 367  
Mount Carmel, PA 17851  
570-339-1040

## UNION NATIONAL COMMUNITY BANK

205 Granite Run Dr., Ste. 250  
Lancaster, PA 17601  
717-519-3182



## UNITED BANK OF PHILADELPHIA

30 S. 15th St., Ste. 1200  
Philadelphia, PA 19102  
215-351-4600

## UNITED SAVINGS BANK

1510 Packer Ave.  
Philadelphia, PA 19145  
215-467-4300 ext. 102

## UNITY BANK (CLP,PLP,EXPRESS)

64 Old Hwy. 22  
Clinton, NJ 08809  
908-730-7630

## UNIVEST NATIONAL BANK & TRUST CO. (CLP,PLP,EXPRESS)

14 N. Main St.  
Souderton, PA 18964  
215-721-2449

## UPS CAPITAL BUSINESS CREDIT (CLP,PLP,EXPRESS)

2025 Lincoln Hwy., Ste. 130  
Edison, NJ 08817  
732-287-5881

## U.S. BANK

1521 Concord Pike, Ste. 301  
Wilmington, DE 19803  
302-824-7070

## VALLEY GREEN BANK

7226 Germantown Ave.  
Philadelphia, PA 19119  
215-242-3550

## VALLEY NATIONAL BANK (CLP,PLP,EXPRESS)

1334 U.S. Hwy. 22 E.  
North Plainfield, NJ 07060  
908-561-7122

## VANTAGE POINT BANK

1250 Virginia Dr., Ste. 175  
Fort Washington, PA 19034  
267-464-7000

## VICTORY BANK

548 N. Lewis Rd.  
Limerick, PA 19468  
610-948-9008

## VINE STREET FINANCIAL (PLP)

5901-C Peachtree Dunwoody Rd.  
Atlanta, GA 30328  
800-758-0038

## VIRVIA COMMUNITY CREDIT UNION

157 York Rd.  
Warminster, PA 18974  
215-333-1201

## VIST BANK (CLP,PLP,EXPRESS)

1240 Broadcasting Rd.  
P.O. Box 6219  
Wyomissing, PA 19610  
610-603-7239

## WACHOVIA SBA LENDING, INC. (CLP,PLP,EXPRESS)

1620 E. Roseville Pkwy., Ste. 100  
Roseville, CA 95661  
916-798-5490

## WAYNE BANK

717 Main St.  
Honesdale, PA 18431  
570-253-1455 or 800-598-5002

## WELLS FARGO BANK (PLP,EXPRESS)

1455 W. Lake St., Ste. 306  
Minneapolis, MN 55408  
612-667-2753

## WEST MILTON STATE BANK

940 High St.  
West Milton, PA 17886  
570-568-6851

## WILLIAM PENN BANK

911 Second St. Pike  
Richboro, PA 18954  
215-396-8585

## WILLOW FINANCIAL BANK

170 S. Warner Rd.  
Wayne, PA 19087  
610-995-1726

## WILMINGTON TRUST

1100 N. Market St.  
Wilmington, DE 19890  
302-636-6102

## WOODLANDS BANK

2450 E. 3rd St.  
Williamsport, PA 17701  
570-320-2473

## WOORI AMERICA BANK (CLP,PLP)

172 Main St.  
Fort Lee, NJ 07024  
201-242-8789

## YORK TRADITIONS BANK

235 St. Charles Way  
York, PA 17402  
717-747-1770

## ZIONS BANK

5 Sewall St., Ste. 200  
Marblehead, MA 01945  
781-631-4110

## SUCCESS STORY

## Molly Maguire's

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to the opportunity to purchase a promising commercial building on Phoenixville's Bridge Street, a community commercial hub. The two men saw a revitalizing community with a burgeoning young professional population and they knew just what the community needed: an Irish pub.

Mannion and Cummins knew that together they had the business savvy to take the project on and, as native Irishmen, they had the cultural insight to make it a success. Believing the sum of their life experiences had led to this once-in-a-lifetime opportunity, Cummins and Mannion leapt at the chance to bring the first authentic Irish pub to Phoenixville and trusted that the financing would follow.

In the months that followed, Cummins and Mannion set about transforming their Phoenixville building into a classic Irish pub. They traveled the East Coast researching the Irish pub industry in America, ultimately launching an international search for an industry consultant to help them create a pub that was impeccably Irish from the menu to the Old World decor. Their search led them to a consultant whose career managing over 50 pubs in Ireland made him a world-renowned industry expert; Mannion and Cummins did not hesitate to put him on retainer. Eager to dive into the construction phase of the project, Mannion and Cummins stood ready to pledge all of their financial worth to secure the financing they needed to take the pub across the finish line.

That's when the project ground to a halt. Bank after bank, lenders refused to fund the pub. Lenders could not tolerate the investment risk of a start-up business in an industry prone to business failure despite the pub's experienced ownership, its meticulously researched business plan and the economic development implications for the community. It became clear that it would take a different

approach to financing to make the pub a reality.

It would take the SBA.

When Cummins and Mannion approached SBA lender B & B Bank with their plan to bring an Irish pub to Phoenixville, B & B recognized the pub's great potential and immediately financed the project through the SBA's 7(a) loan guarantee program which is SBA's primary financial assistance program.

### SBA's 7(a) Loan Program Makes Financing Accessible to Small Businesses

An SBA 7(a) loan guarantee is designed to make business loans more accessible to small businesses like Cummins' and Mannion's by guaranteeing a portion of a loan. With the guarantee in place, lenders are assured that if the borrower defaults the SBA will re-pay the guaranteed portion of the loan. This assurance often gives lenders the additional confidence needed to make a loan to a small business.

The process of obtaining an SBA 7(a) loan guarantee is simple: upon application with the lender for a loan, the lender makes the determination of whether to finance it conventionally, use an SBA loan guarantee to close the deal, or pass on a project. If the lender finances the loan through the SBA's loan guarantee program, the lender will guide the borrower through the application process.

For a listing of SBA lenders that have been actively lending through the 7(a) Program in the forty eastern counties of eastern Pennsylvania in the last thirty days, visit:

[www.sba.gov/idc/groups/public/documents/pa\\_philadelphia/pa\\_phil\\_loanrpt10ytd.pdf](http://www.sba.gov/idc/groups/public/documents/pa_philadelphia/pa_phil_loanrpt10ytd.pdf)

### Molly Maguire's is Born

With the financing piece of the pub project in place – and according to Mannion a bit of the “luck of the Irish” – the pub's success began to take on a life of its own as a flurry of construction and preparation brought the Molly Maguire's team to the virtual eve of

opening.

All that stood in the way of opening day was deciding on a name for the pub. Good fortune wasn't done with Mannion and Cummins: a chance meeting with a stranger in a tee shirt referencing legendary early “Molly Maguire's” was all the inspiration needed. What better moniker for an upstart pub that wouldn't take no for an answer, even when it seemed that financing hurdles would get the best of it?

In September 2007, Molly Maguire's opened its doors in Phoenixville to an enthusiastic community reception. Like the pubs of Mannion and Cummins' homeland, Molly Maguire's soon became a fixture in its community. As time passed, Molly Maguire's authentic atmosphere drew notice from neighboring communities, welcoming patrons even from bar-and-restaurant-saturated Center City Philadelphia.

Molly Maguire's growing reputation soon won it a place in Lansdale's redevelopment plans as an anchoring commercial business on West Main Street. Like the Phoenixville location, the Lansdale pub opened to community appreciation, ushering in 75 new jobs and a palpable vitality to the neighborhood. Mannion and Cummins are quick to note that like the landmark Phoenixville location, the Lansdale pub was made possible with the help of SBA 7(a) Program financing, this time through Milestone Bank.

Looking to the future, Mannion and Cummins have their sights set on bringing Molly Maguire's – complete with its stable of good jobs and its indomitable Irish spirit – to more communities. A Downingtown location is slated for opening in 2012 and Mannion and Cummins remain open to further expansion opportunities. No doubt, Molly Maguire's spirit will be welcomed with a hearty “Failte!” in more locales.

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